

**Saint Michael Lutheran School
National Junior Honor Society
Constitution**

Article I Name and Purpose

- Section 1 The name of this organization shall be the St. Michael Chapter of the National Junior Honor Society.
- Section 2 The purpose of this organization shall be to create a desire for excellence in scholarship, to promote leadership, to encourage citizenship, to stimulate a desire to render service to the community, and to develop character within its membership.
- Section 3 The Saint Michael National Junior Honor Society shall be under the sponsorship of the National Association of Secondary School Principles.

Article II The Principal

- Section 1 The principal or assistant principal shall reserve the right to approve all decisions and activities of the chapter.
- Section 2 The principal or assistant principal shall annually appoint a chapter advisor who may serve consecutive terms.

Article III The Chapter Advisor

- Section 1 The advisor's duties shall include maintaining all chapter records, sending an annual report to the national offices, reviewing members for compliance with chapter standards and obligations, and warning members, in writing, for falling below the chapter's standards.
- Section 2 The advisor shall be responsible for the direct, day to day supervision of the chapter and act as a liaison between faculty, administration, students, and community.
- Section 3 The advisor shall be a non voting member of the faculty council and must attend council meetings and chapter meeting.
- Section 4 The advisor will appoint five faculty members to serve on the faculty council each year.

Article IV The Faculty Council

- Section 1 The Faculty Council shall consist of five voting faculty members appointed annually by the chapter advisor. No one from the school's administrative branch may be included on the Faculty Council.
- Section 2 The term for serving on the Faculty Council shall be one year. Members may be appointed to consecutive terms.
- Section 3 The Council shall determine the selection procedure and publish it in an official school publication. The selection procedure must be reviewed annually by the Faculty Council.
- Section 4 The Faculty Council shall meet to select new members by a simple majority vote once a year in the spring. The Council is not obligated to share with parents or students information concerning specific students not selected for membership in the organization. There is no appeal process of the Council's decisions.
- Section 5 The Faculty Council may dismiss chapter members for falling below the society's standards after a written warning has been given by the chapter advisor.
- Section 6 In the spring the Faculty Council, advisors, and administration will select officers for the following year. This will allow them to meet with the advisors over the summer to plan out the next year's activities and projects.

Article V Membership

- Section 1 Membership in the Saint Michael National Junior Honor Society is an honor bestowed upon the student, not a right. Selection for membership by the Faculty Council is based on **not only outstanding scholarship**, but also character, leadership, service, and citizenship.
- Section 2 To be eligible for membership, a candidate must be a member of the seventh or eighth grades and have attended Saint Michael for at least one semester prior to consideration for membership. Eighth graders who are new to Saint Michael may be considered for membership after only one semester.

- Section 3 Members must have a cumulative 3.25 grade point average beginning in the sixth grade. This grade point average must be maintained once they become a member. Students may also be considered for membership if their grade point average over the preceding two semesters is over 3.25 even if their cumulative average is not.
- Section 4 All members of the chapter must give 20 hours of service each semester. Ten hours of this service may be within the school community, but **at least ten hours must be within the larger local community**. A member can do all 20 service hours in the larger community and none within the school. If a member fails to do his/ her community service during a semester, the Faculty Council will meet to consider whether or not to dismiss the member. Paperwork for all hours must be turned in one week after the semester has ended. Hours do not carry over to the next semester. For example, if a member does 40 hours of service the first semester, these can't be used to meet the 20 hours required in the second semester.
- Section 5 **Members inducted into the society during the spring are expected to give ten hours of service before the end of the second semester**. Five of these hours may be within the school community, but at least five hours must be within the larger local community.
- Section 6 Service forms must be turned in within two weeks after the service was performed. Service rendered during the summer must be turned in within the first two weeks of school.
- Section 7 Members must participate in at least **two chapter sponsored activities** during the year.
- Section 8 Dues shall be paid at the first meeting of the year and shall be \$5. New members, who join in the spring, shall not have to pay dues. Members who fail to pay their dues shall be fined two dollars a meeting. Failure to pay by the fourth meeting of the chapter in December shall result in dismissal.

Article VI Dismissal

- Section 1 Members who fall below the academic or behavioral standards which were the basis for their selection shall be promptly warned that their membership is in jeopardy by the chapter advisor in writing. Among other things, this would include falling below the 3.25 cumulative grade point average and getting more than three detentions during the school year.
- Section 2 In cases of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned before dismissal.
- Section 3 Members may be dismissed for missing more than two regularly scheduled chapter meetings, unless the absence has been excused by a Faculty Advisor.
- Section 4 A member facing dismissal shall have the right to a hearing before the Faculty Council.

Article VII Chapter Officers and Executive Committee

- Section 1 The Executive Committee shall consist of the chapter officers and the Faculty Advisor. The group must meet once a month before the chapter's regularly scheduled meeting.
- Section 2 The committee shall supervise the chapter affairs between regular meetings, make recommendations, and call special chapter meetings. All decisions and activities of the committee are subject to membership review and approval.
- Section 3 Officers will be selected before the last meeting of the school year. The positions shall include
- President:
- Sets and publishes agenda items for a meeting.
 - Preside over the meetings.
 - Presides at induction ceremonies.
 - Supervises the day to day operations of the chapter.
- Vice President:
- Maintains honor society bulletin board especially service opportunities.
 - Advertises upcoming events and meetings.
 - Fills in when President is absent.

- Acts as the liaison between the principal and the chapter.

Secretary:

- Keep membership list that includes addresses and phone numbers.
- Keep minutes of the meetings, publishes and gives them to the members within a week of the meeting.
- Take attendance at the regular meetings.
- Write all correspondence for the chapter.

Treasurer:

- Receive and disperses all funds.
- Maintain accurate records of all transactions.
- Record dues, fines, and special funds.

Historian:

- Keep chapter scrapbook up to date.
- Notify local media about upcoming events or projects.
- Write a report at end of year about the chapter's achievements.
- Take photographs at chapter events and projects.

Parliamentarian:

- Maintain order during the meetings.
- Get speakers to come to the society's regular monthly meetings.

Article VIII Meetings

- Section 1 There will be one general meeting during every month of the school year. Other special meetings may be called.
- Section 2 If two regularly scheduled meetings are missed and the absences have not been excused by the Faculty Advisor, the Advisor will request the Faculty Council to meet to consider dismissal.
- Section 3 Excused absences include illness, family emergencies, and other reasonable excuses. The Faculty Advisor will decide if the reasons are legitimate after receiving a note from the missing member explaining why he/she missed the meeting. If no note is given, the absence is considered unexcused.
- Section 4 Members are to wear their NJHS shirts all day on regularly scheduled meeting days. The chapter shall determine the fine for failing to observe the rule.

Article IX Amending the Constitution

- Section 1 The constitution of the society can be amended by a simple majority vote of the Faculty Council.
- Section 2 Members of the society may recommend changes for the Faculty Council to consider, but they may not amend the Constitution without the Council's approval.