

**BYLAWS**  
of the  
**Camille Casteel High School Chapter**  
of the  
**NATIONAL JUNIOR HONOR SOCIETY**

Updated 08/2020

*Article I: Name and Purpose*

Section 1. The name of this organization shall be the National Junior Honor Society of Camille Casteel High (NJHS).

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 good citizenship in the students of secondary schools.

Section 3. NJHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

*Article II: The National Council*

Section 1. The control of this organization shall be vested in the NASSP Board of Directors.

Section 2. There shall be a National Council to advise the NASSP Board of Directors regarding NHS and its policies and procedures.

Section 3. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, a chapter adviser from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national office. The executive director of NASSP shall be an ex-officio member of the National Council. A staff representative appointed by the NASSP Executive Director will be assigned to facilitate all meetings and serve as secretary of the National Council.

Section 4. Members shall be appointed for a term of no more than three years.

Section 5. A simple majority of members shall constitute a quorum of the National Council.

*Article III: State Organizations*

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state association of National Junior Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.

Section 3. All state associations shall be affiliated with the National Junior Honor Society.

Section 4. The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5. Bylaws of the state associations must be approved by NASSP and must be consistent with the NJHS Constitution.

*Article IV: Local Chapters*

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a

chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society).

Section 2. Each chapter shall pay a chartering fee determined by the NASSP Board of Directors.

Section 3. Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty-five dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter.

#### *Article V: 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.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

#### *Article VI: 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. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

#### *Article VII: 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, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. 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 4. 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 this Constitution and NJHS policies.

#### *Article VIII: Membership*

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. 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 3. Candidates become members when their application is reviewed and meets all criteria according to the Faculty Council.

Section 4. 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.

Section 5. Members who resign or are dismissed are never again eligible for NJHS membership or its benefits. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

### *Article IX: Selection of Members*

Section 1. To be eligible for membership the candidate must be a member of those classes (8<sup>th</sup> or 9<sup>th</sup> grade) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester. Extenuating circumstances may be considered.

Section 2. Candidates must have a cumulative scholastic average of at least 3.80 for one semester. Any student who has spent time in Off School Suspension will automatically be ineligible for candidacy. Office referrals, In-School Suspension, and detentions will be included in the process for selection of candidates. Teacher evaluations will be considered to evaluate students' character, leadership, and citizenship. Any student receiving a rating of unsatisfactory in any of the five areas on their evaluations will automatically be ineligible for candidacy.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 4. 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 Council and shall be consistent with the rules and regulations of NJHS.

Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

### *Article X: Discipline and Dismissal*

Section 1. Members who fall below the standards that were the basis for their selection and fail to obtain the individual service hours requirements shall be automatically dismissed.

Section 2. A candidate who does not maintain the required GPA each quarter will have one quarter to correct the deficiency.

Section 3. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

Section 4. 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.

Section 5. The National Council and the NASSP shall hear no appeals in dismissal cases.

Section 6. A member who has been referred to the office for behavior unfitting as an N.J.H.S. member will be subject to dismissal.

### *Article XI: Chapter Officers*

Section 1. The officers of this chapter shall be a president, vice-president, secretary, treasurer, and historian.

Section 2. Officers will be elected at a regular meeting of the National Junior Honor Society and will not be eligible to succeed themselves.

Section 3. A majority of votes cast will be necessary to elect any officers in this chapter. If the first vote does not yield a majority, a second vote will be taken on the three candidates who have received the highest number of votes.

#### *Article XII: Executive Committee*

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Section 4. It will be the duty of the president to preside at the meetings and any other duties determined by the adviser(s).

Section 5. The vice-president will fill the chair of the president in his absence and any other duties determined by the adviser(s).

Section 6. The secretary will keep the minutes of all meetings. They will, with the approval of the principal or advisor(s), certify to the National Secretary of the National Council the names of those elected to membership during the school year on the Annual Report submitted each spring to National Headquarters and any other duties determined by the adviser(s).

Section 7. The treasurer will be responsible for dispersal and collection of fundraiser items and any other duties determined by the adviser(s).

Section 8. The historian shall be responsible for documenting important NJHS events, photographs, and an annual scrapbook and any other duties determined by the adviser(s).

Section 9. Any officer who has been referred to the office for misbehavior will be subject to dismissal as officer based on faculty council, sponsor and principal review and recommendation.

#### *Article XIII: Meetings*

Section 1. The Camille Casteel High Chapter shall meet bi-monthly as scheduled by the advisor(s).

Section 2. The executive council will meet a minimum of once a month in a separate meeting with the advisor(s).

Section 3. The president may call special meetings approved by the executive committee.

Section 4. All members are required to attend meetings. The faculty council will automatically dismiss any member who misses more than one unexcused meeting in a semester. Members are allowed one excused absence, which is determined by the advisor(s), from a meeting each semester. Extenuating circumstances will be considered on an individual basis for those who are not able to attend a meeting.

Section 5. Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in the chapter's bylaws.

#### *Article XIV: Activities*

Section 1. Each chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these 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. 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.

Section 5. Each chapter shall publicize its projects in a positive manner.

Section 6. The requirement for individual service hours will be set by the chapter adviser(s) in accordance with the activities planned each grading period. Members are required to obtain and record each hour with the adviser(s).

#### *Article XV: Official Insignia*

Section 1. This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active or honorary member in good standing with the chapter shall be entitled to wear this emblem.

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

Section 4. All insignia must be procured from the national office 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 without written permission of the NJHS national office.

Section 5. The motto of the National Junior Honor Society shall be *Light Is the Symbol of Truth*.

Section 6. The official colors of the National Junior Honor Society shall be blue and gold.

Section 7. The official flower of the National Junior Honor Society shall be the white rose.

#### *Article XVI: Bylaws*

Section 1. 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 NASSP but must be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

#### *Article XVII: Amendments*

This Constitution may be amended by the NASSP Board of Directors based on input from the NASSP staff and the NHS and NJHS National Council.

\* updated

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It is important to the success of each member of the Camille Casteel High School National Junior Honor Society, that they have read and completely understand the bylaws stated above. Please read the above bylaws with your student and submit an electronic signature by clicking the link below.

Student	Parent	Bylaw
_____	_____	Members were selected based on outstanding scholarship, character, leadership, service and citizenship.
_____	_____	Members are required to complete 5 inside school service hours and 5 outside school service hours per semester. The due dates shall be set by the advisors.
_____	_____	Members must maintain a minimum GPA of 3.8 for each quarter.
_____	_____	Members are required to attend every meeting, and more than one unexcused absence may result in automatic dismissal. Until further notice, meetings will be held virutally through the use of Google Meet and Google Classroom.

I have read and completely understand the NJHS bylaws for the 2020-2021 school year. I acknowledge that I will follow these bylaws and be an active member of this national organization.

**Parents and Students: Please Click**  
**Here to Sign the NJHS bylaws**  
**Electronically**