

**BY LAWS**  
**SCIENTIA EST POTENCIA CHAPTER**  
**NATIONAL JUNIOR HONOR SOCIETY**

**ARTICLE I: THE PRINCIPAL**

- 1) The Principal shall reserve the right to approve all activities and decisions of the Chapter of the National Junior Honor Society (NJHS).
- 2) The Principal shall annually appoint a Member of the faculty as Chapter Advisor, who may serve consecutive terms.
- 3) The Principal shall annually appoint a Faculty Council composed of five Members of the school's faculty who may serve consecutive terms.
- 4) The Principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of Members.

**ARTICLE II: CHAPTER ADVISOR**

- 1) The Chapter Advisor shall be responsible for the direct, day-to-day supervision of the Chapter and act as liaison between faculty, administration, students, and community.
- 2) The Chapter Advisor shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Advisor shall send the annual report to the national office.
- 3) The Chapter Advisor shall regularly review each Member for compliance with Society standards and obligations.
- 4) The Chapter Advisor shall help the chapter officers understand and carry out their duties.
- 5) The Chapter Advisor shall be an ex-officio, non-voting, sixth Member of the Faculty Council.
- 6) The Chapter Advisor shall be a Member of the faculty, appointed annually by the Principal, and may serve consecutive terms.

**ARTICLE III: FACULTY COUNCIL**

- 1) The Faculty Council shall consist of five voting faculty Members appointed annually by the Principal. The Chapter Advisor 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.
- 2) The term of the Faculty Council shall be one year. Faculty may be appointed to serve consecutive and/or multiple terms.
- 3) The Faculty Council shall meet at least once a year to review the Chapter By-Laws, review applications for membership, select Members, as well as to consider dismissal, and/or other disciplinary actions against existing Members.

- 4) The Faculty Council will develop and revise, when necessary, Chapter By-Laws including the specific procedures for selecting, disciplining, and dismissing student Members, all of which must remain in compliance with the national guidelines.

#### **ARTICLE IV: MEMBERSHIP**

- 1) Membership is an honor bestowed upon a student. Selection for membership is by a majority vote of the Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, potential Members have the responsibility to continue to demonstrate these qualities.
- 2) The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisors or adults in recognition of their achievement and/or outstanding service rendered to the school in keeping with the purposes of the NJHS. Honorary Members shall have no voice or vote in Chapter affairs.
- 3) Candidates become Members of NJHS when inducted at a special ceremony. Once inducted, Members have the responsibility to continue to demonstrate the qualities that earned them the honor of membership. In addition, each Member has the responsibility to understand and adhere to all rules and procedures outlined in the Chapter By-Laws. Members will be provided a copy of the By-Laws when they are inducted and when these By-Laws are updated.
- 4) NJHS Members who transfer to ADHUS from another school shall be accepted automatically as a Member in the new ADHUS chapter when they: 1) give the new Chapter Advisor a letter a letter from their former Principal or Chapter Advisor indicating that they are a Member in good standing, and 2) complete the application process for the ADHUS chapter of NJHS. Transfer Members must meet the new chapter's standards within one semester in order to retain membership.
- 5) Members who resign or are dismissed are never again eligible for membership in NJHS or its benefits. Accordingly, these individuals must return to the Chapter Advisor, their pin, membership card and any other materials indicating their membership in NJHS.

#### **ARTICLE V: SELECTION OF MEMBERS**

- 1) To be eligible for membership, the Candidate must have been a Member of the Sixth, Seventh or Eighth grade class at ADHUS for at least one semester.
- 2) Membership in NJHS will be made without regard to race, color, religion, gender, age, national origin, marital status, mental or physical disability provided the disability, with or without reasonable accommodation, does not prevent satisfactory performance.
- 3) Students who meet the academic threshold for membership in NJHS are invited to become a Candidate for membership. A Candidate must have a minimum 90% unweighted semester average in both all core academic classes and all classes combined during the year in which they are applying for membership. All students

who are able to rise in scholarship to or above such standard may be considered for election to membership.

- 4) To apply for membership, students must complete the application form. Any student who does not return the completed form and support materials by the designated deadline will be considered uninterested and will forfeit the right to have their name considered for membership in NJHS that academic year.
- 5) The Faculty Council will use a uniform rating system to evaluate each candidate for membership on the basis of leadership, service and character. Descriptors for each of these traits are outlined below.

Leadership: The student who leads...

- Is resourceful in proposing new problems, applying principles and making suggestions to improve the school environment.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without adult supervision.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility assigned and accepted.

Service: The student who serves...

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, the poor, or the disadvantaged; family duties.
- Is dependable and well-organized, is gladly available and willing to sacrifice to offer assistance to others.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and interscholastic competitions.
- Completes committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

Character: The student of character...

- Takes criticism willingly and accepts recommendations graciously.
  - Constantly exemplifies desirable qualities of personality such as cheerfulness, friendliness, poise and stability.
  - Upholds the principles of morality and demonstrates exemplary ethics.
  - Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
  - Demonstrates the highest standards of honesty and reliability.
  - Shows courtesy, concern, and respect for others.
  - Observes teacher instructions and rules, punctuality, and faithfulness (both inside and outside of the classroom).
  - Demonstrates perseverance and application to studies.
  - Manifests truthfulness in acknowledging obedience to rules and shows an unwillingness to profit by the mistakes of others.
  - Takes part in making changes to eliminate bad influences and all things that may contribute to a negative environment both in school and the community at large.
- 4) Any Candidate who has received more than one referral for a Level 1 offense or a single referral for a Level 2 or Level 3 offense, as defined in the ADHUS Student Handbook, will automatically be disqualified from becoming a Member of NJHS during that academic year. The NJHS Faculty Council may, however, evaluate a membership for a Candidate who has received one behavioral referral for a Level 1 offense that academic year or whose referral for a Level 2 or Level 3 offense is more than one year old.
- 5) The selection of each Member to the Chapter shall be by a majority vote of the Faculty Council. If additional faculty would be beneficial for the Faculty Council to make a decision, all faculty Members will be invited to make comments on the candidates. The Faculty Council may also choose to interview a Candidate personally.

**ARTICLE VI: PROBATION & DISMISSAL**

- 1) Members who fall below the standards that were the basis for their selection shall be promptly warned, in writing, by the Chapter Advisor. Such Members will be placed on probation, if warranted, and given a reasonable amount of time to correct the deficiency. In the case of a flagrant violation of school rules or of the law, a Member does not necessarily have to be warned; dismissal from NJHS shall be automatic.
- 2) The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings and should be placed on probation or dismissed from NJHS.

- 3) The Faculty Council will use a uniform system to determine whether a Member should be placed on probation or be dismissed. Guidelines for these decisions are outlined below:

Probation: A Member will be placed on probation when...

- a) A Member's semester grades fall below a cumulative 90% average in both all core academic classes and all classes combined.
  1. Probation will begin on the first day of the semester following the semester in which the Member's grades fall below the minimum requirement.
- b) A Member receives a conduct grade below an S in any course.
  1. Probation will begin on the first day of the semester following the semester in which the Member's conduct grade(s) fall below the minimum requirement.
- c) A Member fails to attend more than three regular chapter or committee meetings without prior written permission from the faculty Advisor.
  1. Probation will begin as soon as the Member misses his or her third unexcused meeting and will last throughout the semester immediately following the semester in which the student was placed on probation.
- d) A Member earns a behavior referral for a Level 1 offense, as stated in the ADHUS Student Handbook, or violates an unspecified, yet serious school rule or civic law.
  1. A majority of the NJHS Faculty Council shall determine whether a Member's misconduct warrants either probation or dismissal.
  2. Probation will begin as soon as the Member commits the offense and will last throughout the semester immediately following the semester in which the student was placed on probation
- e) A Member fails to perform fifty community service<sup>1</sup> hours a year and fifteen community service hours per semester. Community service hours completed during the summer will be counted towards the total for the following year, but not towards the semester requirements. It is the Member's responsibility to document the community service hours performed by obtaining a form from the Chapter Advisor and properly completing the form and providing it to the Chapter Advisor by the deadline specified by the Chapter Advisor.
  1. Community service hours will not be recognized if the Member does not follow the proper procedure.
  2. Probation will begin on the first day of the semester immediately following the semester in which the student failed to complete the requisite community service hours.

Dismissal: A Member will be dismissed when...

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<sup>1</sup> Community service hours are defined as volunteer work for a recognized charitable organization.

- a) A probationary Member fails to raise his or her grades to the minimum requirement for membership during the probationary semester.
  - b) A probationary Member fails to raise his or her conduct grades to the minimum requirement for membership during the probationary semester.
  - c) A probationary Member fails to attend a chapter or committee meeting, without an approved excuse, during the probationary semester.
  - d) A probationary Member fails to make up and perform the requisite number of community service hours during the probationary semester.
  - e) A probationary Member commits a second Level 1 offense or any Member commits any Level 2 or Level 3 offense or any other serious misconduct.
    1. A Member need not receive any warning prior to being dismissed for behavioral misconduct.
    2. Dismissal for this reason is solely discretionary based on a majority vote of the NJHS Faculty Council.
  - f) An eighth grader who is in noncompliance with the scholarship, attendance or service criteria at the end of the first semester of their eighth grade year will only have the next nine week grading period to bring themselves into compliance with all criteria or they will be dismissed.
- 4) For purposes of dismissal, a majority vote of the Faculty Council is required.
  - 5) In all cases of dismissal, a Member shall have a right to request a hearing before the Faculty Council as this is considered "due process" for all Members.
  - 6) A Member who has been dismissed, and has had a hearing before the Faculty Council, may appeal the decision of the Faculty Council to the Principal for final determination.

#### **ARTICLE VII: OFFICERS & COMMITTEES**

- 1) The officers of the Chapter, and their respective duties and responsibilities, shall be as follows:
  - a) President
    1. Works with Chapter Advisor to set meeting agendas.
    2. Organizes and runs club meetings.
    3. Oversees all club events.
  - b) Vice President
    1. Assists and fills in for other officers as needed.
    2. Keeps the club files up to date.
    3. Submits Project Report forms to the NJHS National office.
  - c) Secretary
    1. Takes minutes of regular and Executive Committee meetings.

2. Maintains attendance records and membership lists (including contact information).
3. Tracks member paperwork (including signature pages)
- d) Treasurer
  1. Tracks, collects and deposits membership dues.
  2. Keeps records of all income and expenses.
- e) Historian
  1. Maintains records of club meetings events and activities.
  2. Develops and maintains club web page(s).
- 2) New officers shall be installed in the Spring for the following academic year. Should a replacement need to be made, either because an officer steps down or is dismissed from NJHS, new elections will be held at the next NJHS meeting and the term of office will begin immediately.
- 3) The term of office shall be one year and is open to eighth grade Members only.
- 4) The committees of the Chapter (comprised of two Members each) shall be as follows:
  - a) Leadership
    1. Works to select guest speakers for special programs and events.
    2. Helps to organize the annual Induction ceremony.
  - b) Community Service
    1. Develops and plans NJHS community service events.
    2. Oversees implementation of NJHS community service events.
  - c) Fundraising
    1. Develops and plans NJHS fundraising events.
    2. Oversees implementation of NJHS fundraising events.
  - d) Hospitality
    1. Creates snack and drink lists for NJHS meetings.
    2. Helps to organize refreshments for the Induction and any other NJHS special events.
- 5) New committees shall be installed in the spring for the following academic year. Should a replacement be required, either because a Member steps down or is dismissed from NJHS, new elections will be held at the next NJHS meeting with the term of office to begin immediately.
- 6) The term of office shall be for one year. Seventh or Eighth grade Members may be elected to serve on committees. Members may serve in multiple and/or consecutive terms.

#### ARTICLE VIII: EXECUTIVE COMMITTEE

- 1) The Executive Committee shall consist of the officers of the Chapter and the Chapter Advisor.
- 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 by-laws. All actions and recommendations of the executive committee shall be subject to the review of the Chapter membership.
- 3) The Executive Committee shall have the responsibility for ensuring that Chapter activities and procedures follow school policy and regulations.

#### **ARTICLE IX: MEETINGS**

- 1) Each Chapter shall have regular meetings during the school year on days designated by the Executive Committee and in accordance with school policy and regulations.
- 2) The meeting schedule will be set at either the start of the school year or the start of each semester by the Executive Committee. Whenever possible, Members will receive 48 hours notice for all meetings.
- 3) The Faculty Advisor, Chapter President or other designated student leader may call special meetings approved by the executive committee.
- 4) Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised in all points not expressly provided for in this Constitution or the Chapter bylaws.

#### **ARTICLE X: ACTIVITIES**

- 1) The Chapter shall determine one or more service projects for each quarter.
- 2) All Members shall regularly participate in these projects.
- 3) These projects shall have the following characteristics:
  - a) Fulfill a need within the school or community.
  - b) Have the support of the administration and the faculty.
  - c) Be appropriate and educationally defensible.
  - d) Be well planned, organized, and executed.
- 4) Each Member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the Chapter projects to which all Members contribute.
- 5) Each Chapter shall publicize its projects in a positive manner.

#### **ARTICLE XI: OFFICIAL INSIGNIA**

- 1) This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.
- 2) The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

- 3) Each active or honorary Member in good standing with the Chapter shall be entitled to wear this emblem.
- 4) Any Member who resigns or is dismissed shall return the emblem to the Chapter Advisor.
- 5) The motto of this Chapter of the NJHS shall be "Light Is the Symbol of Truth."
- 6) The pledge of this Chapter of the NJHS shall be "I pledge myself always to seek the light of truth, to seek scholarly habits, to engage in worthy service, and lead forward in all things that shall advance the welfare of my school and my community."
- 7) The official colors of this Chapter of the NJHS shall be blue and white.
- 8) The official flower of this Chapter of the NJHS shall be the white rose.