

Palos Verdes Intermediate School

National Junior Honor Society

PREAMBLE

We, the members of the Palos Verdes Intermediate School Chapter of National Junior Honor Society, in order to positively promote the tenements of the Official NJHS Constitution, do hereby ordain and establish the following chapter by-laws.

ARTICLE I – NAME AND IDENTIFICATION

SECTION ONE: The official name of this organization shall be the National Junior Honor Society of Palos Verdes Intermediate School.

SECTION TWO: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

SECTION THREE: The motto of the National Junior Honor Society shall be “Noblesse Oblige” or “Nobility Obligates.”

SECTION FOUR: The official colors of the National Junior Honor Society shall be blue & gold.

SECTION FIVE: The official flower of the National Junior Honor Society shall be the yellow rose.

ARTICLE II – MEMBERSHIP

SECTION ONE: Membership is open to all 7th and 8th grade applicants who meet the criteria of the National Constitution as well as the Palos Verdes Intermediate School Chapter By-Laws. The selection of new, active members shall be held once a year during the first trimester of the school year.

SECTION TWO: Membership transfer. Any student who transfers to Palos Verdes Intermediate School and has already been selected as a member of National Junior Honor Society may transfer their active membership if they meet the requirements of the PVIS Chapter, specifically that of having a 3.65 cumulative GPA. Any member from the PVIS Chapter of NJHS who transfers to another school will inform adviser(s) of transfer and will be issued a letter for the school of transfer as to what the PVIS Chapter requirements are as well as to advise the school that the student was a member in good standing. If the member was on probation, the school of transfer will be informed of that as well as the reason why. If the transfer student does not meet the requirements, specifically that of having a 3.65 cumulative GPA, they will have one trimester grace time in which to raise his/her grades to the chapter standard (3.65 cumulative GPA). They will not be considered an active member during the aforementioned grace time. If he/she is unable to raise his/her grades to the cumulative 3.65 standard, he/she will not be granted membership in the PVIS Chapter of NJHS. (Article 3.4.1.1 of National Constitution)

ARTICLE III: SELECTION OF MEMBERS

SECTION ONE: To be eligible for membership, the candidate must be a member of those classes designated as eligible in the chapter by-laws. 6th graders are not eligible. Candidates must have been in attendance at

the school the equivalent of one trimester. (Some candidates may be ineligible for induction because of the trimester ruling. For example, students of military parents, among others, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. On the basis of the recommendation of the previous principal, the Faculty Council may waive the trimester regulation.) Only 7th and 8th graders may apply for membership in the PVIS Chapter of NJHS.

SECTION TWO: The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85%, B, 3.0 (on a 4.0 scale), or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. The Palos Verdes Intermediate School Chapter's minimum standard shall be a cumulative 3.65 grade point average with no Ns or Us in citizenship.

SECTION THREE: The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The Faculty Council consists of five faculty members other than the adviser(s). Adviser(s) may be a part of the Faculty Council, however there must be five other faculty members as well. All parts of the application process, including the character evaluations, are STRICTLY CONFIDENTIAL!

SECTION FOUR: 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 FIVE: The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

SECTION SIX: The suggested donations for membership are as follows: induction donation of \$100.00, and membership donation of \$20.00. Donations shall cover chapter expenses and induction expenses. Members will be able to purchase other optional materials such as graduation cords and member shirts at an additional cost.

SECTION SEVEN: If a member does not have the finances to maintain good status or to be a part of the organization, scholarships are available. NO student shall be turned away from NJHS due to a lack of funds.

SECTION EIGHT: Procedure for Selection. Prior to selection, the following shall occur:

- A. Students' academic records shall be reviewed to determine scholastic eligibility.
- B. Students who are eligible scholastically ("candidates") shall be notified, via a posting of names, and allowed, if they choose, to complete and submit the Candidate Information Packet for further consideration for selection.
- C. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- D. The Faculty Council shall review the Candidate Information Packet and faculty evaluations in order to determine membership.

SECTION NINE: When the selection process has been completed and all applicants have been informed of either their selection or non-selection, the PVIS Chapter of NJHS shall conduct its annual Induction Ceremony. The ceremony shall take place during the second semester of the school year. It is a MANDATORY event for all new and returning members. Any member who cannot/does not attend the ceremony shall automatically be removed/dismissed from the PVIS Chapter of NJHS.

ARTICLE IV– SOURCE OF POWER AND SUPERVISION

SECTION ONE: There shall be at least one faculty member appointed by the Principal as the designated representative for carrying out the duties of the chapter as will be known as the Adviser(s). The duties shall include the selection of members, installation of members, as well as all activities of the chapter which shall include special chapter service projects.

SECTION TWO: Should the Adviser(s) not enforce the National Constitution as well as not advise the chapter in accordance with the National Constitution and the Palos Verdes Intermediate School By-Laws, the principal reserves the right to remove the Adviser(s) and secure another one for the following school year.

SECTION THREE: All student power is derived from the Principal and is delegated by the chapter adviser; the Principal may directly, or through the Chapter Adviser(s), revoke student membership at any time for any just cause in accordance with the National Constitution.

ARTICLE V - PVIS CHAPTER OF NJHS GOVERNMENT AND STRUCTURE

SECTION ONE: The Palos Verdes Intermediate School Chapter of National Junior Honor Society acts within a framework of power delegated to the Chapter by the National Organization and Constitution as well as the Principal of Palos Verdes Intermediate School. Since the Principal is directly responsible to the Superintendent of Schools and to the Board of Education, it is recognized that he/she has the right and privilege of review, veto and revocation of the powers and actions of NJHS in accordance with the National Constitution. These rights and privileges shall be extended to the adviser(s), acting as the principal’s delegate in NJHS affairs. Administratively, the NJHS

Cabinet shall enjoy the powers and responsibilities of governing the local chapter, enforcing the Chapter By-Laws and National Constitution, as well as leading the Chapter in activities.

SECTION TWO: The Palos Verdes Intermediate School Chapter of National Junior Honor Society ranking structure shall be as follows:

1. Cabinet	2. Members
Adviser(s)	All Active Members who are in GOOD standing
President	Members at Large
Vice President	
Secretary	
Treasurer	
Historian	

SECTION THREE: All members, elected or appointed, must attend ALL National Junior Honor Society meetings. NJHS meetings shall take precedence over all other committed responsibilities on campus. No excuses will be accepted for missing a meeting other than a full day absence from school that has been cleared by the attendance office. All members of the Palos Verdes Intermediate School Chapter of National Junior Honor Society shall abide by the same rules and may face the same disciplinary action.

ARTICLE VI - PVIS NJHS Cabinet Members and Their Duties

SECTION ONE: The following Cabinet Positions shall be appointed by the Adviser(s):

PRESIDENT: The President of the Palos Verdes Intermediate School Chapter of National Junior Honor Society shall be responsible for meeting with the Adviser(s) on a regular basis as to be made aware, at all

times, as to the duties, actions and responsibilities of NJHS. He/she, along with the Adviser(s), shall call meetings and lead them, sharing pertinent information with the rest of the members of NHS.

VICE PRESIDENT: He/she shall assist the President in every way possible. He/she shall assume the duties of NJHS President during his/her temporary or permanent incapacity to serve in office.

TREASURER: He/she shall be responsible for the collection and depositing of all NJHS monies. He/she shall supervise and intervene in all financial matters pertaining to NJHS with the approval of his/her actions by the NHS Cabinet, members and adviser(s). He/she shall present all bills to the NJHS adviser(s) and Student Store and see that they are paid in full and on time. He/she shall be responsible for maintaining a record book with all deposits, expenditures logged in it. He/she shall assume the duties of the President when both the President and Vice President are temporarily absent.

SECRETARY: He/she shall be in charge of taking minutes and informing the members of NJHS of all official and unofficial meetings. He/she shall allow all who wish to be on the agenda to speak to the group the opportunity to do so before the meeting. He/she shall type all minutes and make them available to anyone who wishes to see them. He/she shall also keep copies of the official minutes on hand at all times. He/she shall report regularly to NJHS.

HISTORIAN: He/she shall be in charge of photography and recording of special events hosted by NJHS.

MEMBERS AT LARGE: They shall assist the President, Vice President, Secretary and Treasurer at all times with all things involving NJHS. They shall also assist the Adviser(s) when needed.

ARTICLE VII - NJHS Rules of Governance

SECTION ONE: The Palos Verdes Intermediate School Chapter of National Junior Honor Society shall be governed by the following general procedures:

A. Parliamentary procedure shall be followed during all meetings using Robert's Rules of Order as the guide.

B. Meetings of NJHS shall be open to all interested students and faculty at all times unless the Cabinet determines that a meeting should be closed.

C. The records of NJHS must be maintained (by NJHS Secretary) as public records subject to audits and inspections.

D. The NJHS Treasurer shall act in accordance with Adviser(s), collect funds, log payments, and be aware of all NJHS funds, knowing how, when, where and why NJHS money is collected and spent. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code.

ARTICLE VIII - DISCIPLINE and DISMISSAL

SECTION ONE: Each and every member of of the Palos Verdes Intermediate School Chapter of National Junior Honor Society will have their standing with the organization reviewed each semester as it is the responsibility of the chapter adviser(s) to do so each semester for compliance with Honor Society standards and for fulfillment of chapter obligations as described in the chapter by-laws. When a member falls below any of the standards by which the member was selected or fails to fulfill chapter obligations (participation in NJHS chapter activities), the adviser(s) will inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non improvement

(i.e., consideration of dismissal or additional disciplinary measures being imposed). It is helpful to both the student and the adviser(s) to follow up the letter with a conference. If the student does not make the improvement in the specified time, that student is subject to whatever disciplinary measures are considered appropriate by the Faculty Council. GPA (3.65 or higher; grades are NOT rounded up...a 3.645 is not a 3.65) and citizenship **MUST** be maintained and **will be** checked once a trimester. Members of NJHS, when representing the Chapter, will conduct themselves with the utmost moral standards.

SECTION TWO: All disciplinary action and dismissals shall be conducted by directly following the guidelines established by the National Constitution (Article X).

SECTION THREE: Violations. The following actions are examples of what is considered to be violations of the rules of conduct for the Palos Verdes Intermediate School Chapter of National Junior Honor Society: GPA below chapter standard (3.65), earning an N or U in citizenship, plagiarism, and suspension and/or expulsion from school.

ARTICLE IX – Meetings

SECTION ONE: General NJHS meetings shall be open to students, staff, faculty, administration and community members. Closed meetings may be restricted to only NJHS members or just the cabinet. Closed meetings are determined by a majority vote of the members of NJHS.

SECTION TWO: NJHS meetings shall be held regularly on a day and time set by the Adviser(s) and President and shall be approved by the members of NJHS at the start of each semester. If a member misses two of the meetings, he/she may be put on probation by the Adviser(s). Official records and or minutes shall be kept for each meeting by the secretary.

SECTION THREE: Information that is to be discussed with the members of NJHS at a meeting must be presented to the Adviser(s) or President prior to the start of an official or unofficial meeting. The President, and/or Adviser(s), has the right to allow a topic to be on the agenda for a meeting. It is up to the discretion of the President and/or the Adviser(s) as to whether the topic needs further investigation or if it is deemed inappropriate at the time of the meeting.

SECTION FOUR: The presence of two-thirds of the members of NJHS shall constitute a quorum. No motions or decisions shall be approved of without a quorum, unless the cabinet approves otherwise.

SECTION FIVE: A meeting shall be conducted even if not all of the members of NJHS are present, however two-thirds of the total number of members must be present to make a motion or to a prove a decision. The Adviser(s) may approve the start of a meeting with the members present.

SECTION SIX: Parliamentary procedure shall be followed at all NJHS meetings and shall be carried out by the Adviser(s) and/or President, as spelled out in Robert's Rules of Order.

SECTION SEVEN: The Palos Verdes Intermediate School Chapter of National Junior Honor Society may hold meetings at least once during the summer.

ARTICLE X - Finances

SECTION ONE: All NJHS funds will be expended so as to benefit the members of NJHS, either directly or indirectly, in accordance with the California Educational Code and the Board of Education regulations.

SECTION TWO: All expenditures must be approved by the Adviser(s) and signed by the NJHS Treasurer and Adviser(s).

ARTICLE XI - General Duties, Bills and Resolutions

SECTION ONE: The Palos Verdes Intermediate School Chapter of National Junior Honor Society shall be open to any suggestions from students, faculty members, staff, administrators, board members or a member of the local community. The members of NJHS shall have the power to propose, make a motion, and approve any proposal with a majority vote.

SECTION TWO: After any motion has been made, the NJHS President has the power to veto that motion. However, the members of NJHS can override that veto with a two-thirds vote of approval.

SECTION THREE: The members of the Palos Verdes Intermediate School Chapter of the National Junior Honor Society shall mandate TWO (2) service projects per year as one unit acting on behalf of the Palos Verdes Intermediate School Chapter of National Junior Honor Society. The service projects will include two of the following: book distribution (August and June), lunch time tutoring, and one campus service project to be determined by the Cabinet and completed by March of each school year. The Chapter MUST have at least ONE project as a cohesive unit per year per the National Constitution (Article XIV).

SECTION FOUR: The members of the The Palos Verdes Intermediate School Chapter of National Junior Honor Society shall, at the start of their term, create a "Goals and Objectives" list, consisting of projects and improvements that the members of NJHS hope to complete by the end of their term. This list shall be evaluated each quarter to ensure that NJHS is on track with its goals.

SECTION FIVE: The members of NJHS will be required to participate in many service activities that the Palos Verdes Intermediate School Chapter has each school year (see Article XI, section 3). There are THREE (3) main activities that each member must participate in to remain in good standing. A fourth project is also mandatory; however, there will be a minimum of TWO (2) activities from which members can choose to participate. Failure to participate in all four projects will result in automatic removal from the Palos Verdes Intermediate School Chapter of National Junior Honor Society.

ARTICLE XII - Elections and Qualifications

SECTION ONE: Any student who is a 7th grade member of NJHS may run for office. They must also be in good standing (as stated in Article II, Section Two).

SECTION TWO: Appointment of the cabinet positions shall take place one month prior to the end of the school year. The appointment shall be done by the Adviser(s) with the consent of the outgoing Cabinet members. The incoming Cabinet members shall be sworn in at the last meeting of the year.

SECTION THREE: Appointments shall be posted outside of the Adviser(s) classroom(s) by the end of the day (3:00 PM) on which the appointments are made.

ARTICLE XIII - Instillation of Officers

SECTION ONE: The Palos Verdes Intermediate School Principal or Adviser(s) shall administer the oath of office to each member of the NJHS cabinet at a formal meeting, no later than six (6) weeks after the appointment.

SECTION TWO: The oath shall be read as follows: I, _____, do hereby pledge myself faithfully to discharge the duties of the office of _____, and do everything in my power to uphold that which is right, to promote the welfare of the Palos Verdes Intermediate School Chapter of National Junior Honor Society, and to be a credit to my school as shown by my conduct, by my loyalty and by my conscientious desire to serve Palos Verdes Intermediate School.

ARTICLE XIV - Assumption of Office

SECTION ONE: Newly sworn officers of the Cabinet of NJHS will assume the duties of their office immediately following the oath of office ceremony. They will be considered members of the cabinet until their term expires, or until they are dismissed from their position under the provisions of Article VIII, Section Three.

SECTION TWO: The Cabinet may discuss and take action on agenda items in place of the members of NJHS, only with the general members' best interests at heart.

SECTION THREE: The Cabinet may also meet to discuss a member's actions or to discuss any actions necessary to prevent a member who is in jeopardy of discipline and/or dismissal from NJHS.