

# **Lindop School**



# **National Junior Honor Society**



**Founded 2012  
Lindop School District 92  
Broadview, Illinois**

# The *Purposes* of NHS and NJHS

as found in the National Constitutions

1. To **create enthusiasm** for *Scholarship*
2. To **stimulate a desire** to render *Service*
3. To **promote** *Leadership*
4. To **develop** *Character*
5. To **encourage** *Citizenship\**  
in Students of Secondary School.

(\*Specific to NJHS)



*Source:* NHS and NJHS Constitutions

Created in 1921 and 1929 respectively, revised 2008; available under  
“Constitutions and Governance” on [www.nhs.us](http://www.nhs.us) © 2011 NASSP.

# **Lindop School National Junior Honor Society**

March, 2012

The teachers and administrators of the Lindop School National Junior Honor Society (NJHS) welcome you! In order to be considered for induction to the Lindop School NJHS, you must meet the following requirements:

## **Eligibility Requirements for NJHS**

- Maintain a Grade Point Average (GPA) of 3.0
- Complete the membership application
- Be a current 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student.

In order to apply for membership to the Lindop School NJHS, you will need to follow the procedures for membership. Please see below.

## **Application Procedures for NJHS**

- Complete the Lindop School NJHS membership application. The application is located on the Lindop School website on the NJHS page at [www.lindop92.net](http://www.lindop92.net) on the left side of the home page under Quick Links.
- Applications will be available for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students beginning Thursday, March 15, 2012 both online and in the front office.
- Completed applications are to be submitted to Ms. D. Johnson by Thursday, April 5, 2012.

Application packet must include:

- Parent signature
- Three (3) teacher recommendations (one prior year allowed and two current) in signed and sealed envelope from the teacher
- Application signature
- Minimum cumulative grade point average (GPA) of 3.0
- Copy of your most recent report card displaying principal signature
- Complete essay.

Be sure to submit your application early. Only printed copy applications will be accepted. Students will not be considered for NJHS if applications are submitted late.

***Please note: The Lindop School National Junior Honor Society Faculty Council will review your application.***

**Thank you for your interest in NJHS, and best wishes!**

**LINDOP SCHOOL NJHS BYLAWS**

## **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Lindop Chapter of the National Junior Honor Society of Edmund F. Lindop School.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Edmund F. Lindop School.

## **ARTICLE II: MEMBERSHIP**

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, Character, and Citizenship.

Section 3. Eligibility:

a. Candidates eligible for election to this chapter must be third-trimester 6<sup>th</sup> graders, or members of the 7<sup>th</sup> and 8<sup>th</sup> grades.

b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one trimester at Edmund F. Lindop School.

c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.0 (out of 4.0; non-weighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership

d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

## **ARTICLE III: SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2. 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 and asked to complete and submit the Student Activity Information Form 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 Student Activity Information Form and faculty evaluations in order to determine membership.

Section 3. The selection of new active members shall be held once a year during the second trimester of the school year. (*Alternative or additional selection periods may be added.*)

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal [*alt., adviser*].

Section 6. An active member of the National Junior Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

Note: The selection process used at the local level may vary from the procedure outlined above however such variations must still conform to the national constitution.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, citizenship or service may be dismissed from the Edmund F. Lindop 92 chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.0), he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing; destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities. [*Note: This subsection should reflect the content of any existing behavioral guidelines in place with the chapter or at the school. Input from the local school administration is essential for this provision. Please see the Lindop Code of Conduct for further information.*]

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, four unexcused absences, 2 or more tardy arrivals per trimester, etc.) will receive written

warning notification. A conference may be requested by either party (Faculty Council or student/parent) . If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Junior Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **A RTICLE V: OFFICERS**

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote. [*Note: The timing of the election of chapter officers is determined locally.*]

Section 3. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. [*Note: Chapters can use plurality in determining the outcome of elections as an alternative to a majority vote.*]

[*Note: The following duties should reflect the responsibilities developed for officers in the local chapter.*]

Section 4. It shall be the duty of the president to preside at the meetings for this chapter.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service .

Section 6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.

*Note: If additional or alternative officers or duties exist, their positions and duties of office should be detailed in this Article of the by-laws. Also consider adding components that would describe when officers could be relieved of their duties (suspensions, etc.) in cases not involving dismissal from the chapter. Additional provisions that speak to filling vacancies should they occur during the year (for whatever reason) are also advised. Consult with the school's student council adviser for local precedents in these areas . See also the national handbook's outline for Chapter Bylaws that incorporates these topics.*

## **ARTICLE VI: EXECUTIVE COMMITTEE**

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

Section 2. The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## **ARTICLE VII: MEETINGS**

Section 1. Meetings of this chapter shall be twice monthly (first and third Monday) (e.g., monthly, weekly, etc.).

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. All chapter members are expected to attend all regularly-scheduled chapter meetings.

*[Note: If there is a chapter policy on absences, defining excused versus unexcused absences, it should be inserted into this Article.]*

## **ARTICLE VIII: ACTIVITIES**

Section 1. The 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, and be well-planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

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

[Note: The Faculty Council may establish a specific number of hours for Individual service project, and/or require participation in a certain number of chapter activities. Those requirements should be listed here, along with procedures for verifying the service and due dates.]

#### **ARTICLE IX: EMBLEM**

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Junior Honor Society. [*NOTE: The content of this section parallels Article XV, Section 3 of the national constitution, revised 2000.*]

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. [Note to advisors: If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.]

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords [*or other insignia adopted at the local level*] at graduation.

#### **ARTICLE X: DUES**

Section 1. Annual dues for this chapter shall be ten dollars (\$10.00).

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction.

#### **ARTICLE XI: POWERS**

Section 1. The teacher adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3. These by laws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.



## **ARTICLE XII: AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2. By-laws and amendments must be consistent with the constitution of the National Honor Society.

*NOTE:* Additional articles can be added as needed. It is often convenient to have the last Article dealing with amendments.

**Date:** (Important to indicate the date of last approved revisions, e. g. May 30, 2003.)

**Signatures:** Chapter President, Secretary, Adviser, and Principal

Statement of non-discrimination: Lindop chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.