

**Holy Cross Academy  
National Junior Honor Society By-Laws**

**ARTICLE I  
NAME AND PURPOSE**

Section 1. The name of this organization shall be the Holy Cross Academy Chapter of the National Junior Honor Society.

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 citizenship in students of Holy Cross Academy.

Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191.

**ARTICLE II  
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 chapter adviser, who may serve unlimited consecutive terms.

Section 3. The principal shall be a part of the school appeal process for non-selection or dismissal cases.

**ARTICLE III  
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 activity 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.

## **ARTICLE IV**

### **FACULTY COUNCIL**

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. The principal and assistant principal may not be included on the faculty council.

Section 2. The term of the faculty council shall be one year. Members may be appointed to unlimited consecutive terms.

Section 3. The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

## **ARTICLE V**

### **MEMBERSHIP**

Section 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, character, leadership, service and citizenship.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

Section 3. Candidates become members when inducted at a special ceremony during Catholic Schools Week.

Section 4. A National Junior Honor Society member who transfers to another school and brings a letter from the former 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 membership or its benefits.

## **ARTICLE VI**

### **SELECTION OF MEMBERS**

Section 1. To be eligible for membership the candidate must be enrolled as a member of seventh or eighth grade.

Section 2. Candidates must have a cumulative scholastic average of 90 % based on middle school coursework. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3. The selection of each member to the chapter shall be by majority vote of the faculty council.

Section 4. A description of the selection procedure shall be published on the HCA website which is available 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 the National Junior Honor Society.

Section 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## **ARTICLE VII** **DISCIPLINE/DISMISSAL**

Section 1. The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, has developed the following dismissal procedure.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not, necessarily, have to be warned.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the faculty council.

Section 5. A member who has been dismissed may appeal the decision of the faculty council to the principal.

Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

## **ARTICLE VIII** **NOMINATION AND ELECTION OF OFFICERS**

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

Section 2. Officers shall be elected at a regular meeting of the Holy Cross Academy chapter at the beginning of the school year. A member of the NJHS will nominate a fellow member. The individual will be given the opportunity to accept or decline the nomination. A follow up meeting will take place to vote for officers. Those candidates receiving the most votes for each position will be elected. No member may be nominated for more than one position. New officers will be elected each year.

## **ARTICLE IX**

### **OFFICERS DUTIES AND RESPONSIBILITIES**

Section 1. The duties of the president are as follows: presides at all NJHS meetings, meets with executive officers when necessary, breaks ties in NJHS votes, and coordinates chapter service projects.

Section 2. The duties of the vice president are as follows: assists NJHS sponsor with induction ceremony, directs any NJHS-sponsored fund-raising activities, and chairs any extra duties or events in the President's absence.

Section 3. The duties of the secretary are as follows: takes roll at every meeting, maintains an accurate record of the minutes of the NJHS meetings, reviews appropriate minutes from previous or related meetings, carries on all necessary correspondence, organizes NJHS files, pictures, minutes agendas, correspondence, provides input to Middle School website and bulletin board regarding NJHS activities.

Section 4. The duties of the treasurer are as follows: handles all NJHS affairs involving money, keeps accurate accounts of NJHS finances by coordination with HCA bookkeeper, collects and distributes appropriate funds, chairs end of year party.

Section 5. The duties of the historian are as follows: coordinates pictures of all NJHS activities and events, coordinates with yearbook photographer for coverage of NJHS events, provides input to Family Newsletter, Middle School web page and bulletin board regarding NJHS activities.

Section 6. In the case a position becomes vacant during the school year. The president will call a meeting to nominate and vote on a replacement.

## **ARTICLE X**

### **EXECUTIVE COMMITTEE**

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

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-by-laws. 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.

## **ARTICLE XI** **MEETINGS**

Section 1. The Holy Cross Academy Chapter shall meet at least once a quarter and otherwise as deemed necessary by the executive committee.

Section 2. Special meetings approved by the executive committee may be called by the president.

## **ARTICLE XII** **ACTIVITIES**

Section 1. The chapter shall be involved in one or more service projects during the school year.

Section 2. Each member shall be required to participate in at least one service project during each semester. Activities will be selected and planned by the members. If a member is not able to participate in any of the service projects coordinated by the chapter, he/she must develop an individual service project and receive prior approval by the chapter adviser.

Section 3. Members who have approval to perform an individual service project will provide a log of service hours to the chapter adviser. A log of the service must be submitted to the chapter adviser prior to the end of the school year with a brief description of the activities, amount of time spent, and a signature of an adult who supervised the event.

## **ARTICLE XIII** **AMENDMENTS**

Section 1.: Amendments to the constitution may be made at any time at the discretion of the faculty council and principal of Holy Cross Academy. The Executive officers may also propose amendments to be voted on by the faculty council.

Section 2. A majority vote of the faculty council and approval of the principal is necessary to pass and amendment.