

# Aventura City of Excellence School

## National Junior Honor Society

### Bylaws 2014-2015

Based on the requirements outlined in the Constitution of the National Junior Honor Society, Article XVI, the following is submission of the official bylaws of this chapter, adopted on August 16, 2010 by the chapter's Faculty Council, principal, and chapter members. It is added to (but does not supersede) the conditions, requirements, and obligations already expressed in the Constitution of the National Junior Honor Society. "Each chapter shall write bylaws to amplify sections of the NJHS Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with the national Constitution. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like."

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

Section 1. The name of this organization shall be the National Junior Honor Society of Aventura City of Excellence School.

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.

#### \*ARTICLE II: MEMBER ELIGIBILITY

Section 1. To be eligible for membership the candidate must be a member of the following classes: second semester sixth grade, seventh grade, or eighth grade. Candidates must have been in attendance at the school for a minimum of the equivalent of one semester.

Section 2. Scholastic criterion for eligibility for all members is minimum 86 in each and every core subject class (math, language arts, social studies, and science) each quarter. Also, members must not receive an academic grade in any other class lower than 80 on quarterly report cards.

Section 3. Eligible members must show/maintain a clear disciplinary file (i.e. no detention, suspension, or expulsion), and no conduct grade less than B on quarterly report cards.

Section 4. Eligible members must maintain attendance record of no more than three (3) absences (excused or unexcused) per school quarter.

Section 5. All members are required to participate in chapter service projects, in addition to choosing and participating in one additional individual service project per year that reflects his

or her particular talents and interests. This is in addition to the chapter projects to which all members must contribute. [see NJHS Constitution, Article XIV, Section 4]

Section 6. Each member is subject to a quarterly review by Faculty Advisor and Faculty Council, as requisite by the NJHS Constitution, Article VI, Section 3 and Article VIII, Section 1. If any member fails to meet eligibility requirements for a quarter, that member will automatically be placed on membership probation for a period of one scholastic quarter, at which time eligibility requirements must be met in order to maintain membership status.

Section 7. All requirements for eligibility must be met and reviewed on a quarterly basis. If a student renounces or disavows any specific accountability of academic or social distinction at any time, that student's eligibility status may be subject for review by the Advisory Council.

Section 8. Each member will be required to pay dues of \$20 yearly (based on specific school year) to the local chapter. Payments should be made payable to City of Aventura. All member dues must be paid in full by the 30<sup>th</sup> day of the school year. Discontinuation of membership may be considered and reviewed by Faculty Council if member fails to pay dues by due date.

#### \*ARTICLE III: DUTIES OF OFFICERS

Section 1. Officers for the chapter shall include: president, vice-president, secretary, treasurer, and parliamentarian. (The executive committee for this chapter will consist of these officers and the chapter advisor.) Officers must be nominated by another member in order to be considered for candidacy and election. Term of each office shall last for one school year.

Section 2. The office of president will serve to preside over all chapter meetings and events, and to be the student representative of the group for all chapter business (in school and out of school). The president will require prior consent of chapter advisor for all decisions and/or chapter business, but will work together with the chapter advisor as liaison between faculty, administration, students, and community.

Section 3. The office of vice-president will serve to assist the president with all executive duties, and/or to substitute for all duties of the president, in the temporary absence of the president. This substitution will require 24 hour prior notice to the chapter members and approval of chapter advisor before any/all chapter business is conducted. The office of the vice-president does not immediately assume the duties and responsibilities of the president if the office of presidency should be suddenly vacated. [See rules for election of new officers.]

Section 4. The office of secretary will serve to record all notes of meetings and execute written correspondence on behalf of the chapter. The secretary will also maintain records of all meeting/event attendance of the members. All notes and correspondence will require review and approval of the chapter advisor.

Section 5. The office of treasurer will serve to keep precise records of all chapter finances and to provide written documentation and reports of all monetary transactions to the members and to the Faculty Council. Treasurer may make written financial requests on behalf of the chapter, but all monetary decisions will be maintained and approved by the chapter Faculty Council and school principal [see Article 5].

Section 6. The office of parliamentarian will serve to keep order and discipline at all chapter meetings and events. The parliamentarian will also see that all meetings and chapter business follow proper parliamentary procedure and protocol as stipulated in the NJHS Constitution, the chapter bylaws, and *Robert's Rules of Order*.

Section 7. The office of historian will serve to keep records, photos, and documentation of any and all chapter events. Historian will manage chapter's notices in school (video announcements, posters, letters, etc.) and organize an annual visual representation of all chapter events and/or projects.

#### \*ARTICLE IV: ELECTIONS

Section 1. Election of officers for each position will require a secret ballot vote by all members of the chapter, passing with a majority of at least a 50+1 of all members. A quorum of 2/3 members must be present at meeting for vote.

Section 2. Written proxy votes with member signature are acceptable and must be received by chapter advisor at least 24 hours in advance of the election, however, write-in votes will not be accepted.

Section 3. Only active members may be nominated for an executive board position; the member must accept the nomination and submit a written essay (and present an oral presentation to the members of the chapter) one week prior to the election date. The date for the election date shall be determined by the members - to take place within the first month of the school year, no later than the 30th day of school.

Section 4. Parliamentarian will be required to count ballots and provide voting results within one school day. All results will be reviewed and approved by the Faculty Council and the principal. Upon approval, results will be posted publicly in the school.

Section 5. In the event of an executive position resignation or vacancy within the full term of office, the executive board will announce a special meeting of the members for nomination and election of a new officer to fill the vacancy. All members must participate in the voting process under the regular guidelines of election of officers.

**\*ARTICLE IV: SCHEDULE OF MEETINGS**

Section 1. All members of the chapter will formally meet at least once every month. Executive board can meet formally or informally, as needed, between official/announced member meetings.

Section 2. Meeting dates will be determined and scheduled in advance by the executive board and a majority 2/3 vote by all members; schedule will be announced at meetings and then posted publicly in the school at least 3 days prior to each meeting. Special meetings can be called by the executive board, as needed, with at least 3 days prior notice to all members.

Section 3. The executive board can appoint special committees for chapter business, as needed. The established team of volunteer members on each committee (based on individual talents or interests) will be responsible for selecting a chairperson and meeting times for that group. The number of volunteer members on a committee will be established independently by the need of that group.

Section 4. All members are required to attend all scheduled meetings. Members who cannot attend a meeting must submit a written notice to the executive board at least 24 hours prior to the meeting. Excuses will be reviewed and validated by the executive board. A quorum of at least 2/3 membership is required for each meeting.

Section 5. Any member missing more than two (2) meetings per school year will be subject to review and disciplinary action by the Faculty Council.

**\*ARTICLE V: CHAPTER FUNDS**

Section 1. Chapter will collect its finances from yearly dues, fundraising events, and charitable collections/donations.

Section 2. All monies collected in the name of the ACES NJHS will be deposited in a school's student event fund, and will be managed by the school's principal and the chapter's Advisory Council.

Section 3. The treasurer will be required to make written requests for all withdrawals of funds or payments made from the account. Principal and chapter advisor will review and approve all requests, and provide the two necessary signatures on all bank instruments.

Section 4. All deposits will be made in a timely manner, and treasurer will issue an updated report of all funds (and consequent account actions) at each chapter meeting.

\*ARTICLE VI: AMENDMENTS

These bylaws may be amended (at any time deemed necessary) by the principal and Faculty Council. Input from the chapter executive board and chapter members will be measured prior to consideration of amendment. Prior notice of any changes or amendments will be given to all members. Bylaws cannot be suspended under any circumstances.

AMENDMENTS TO BYLAWS (approved 2/17/11)

ARTICLE II, SECTION 3: add... “Eligible members must also maintain “effort” mark on quarterly report cards of “1” (from 1-3 rating, 1 being outstanding per Miami-Dade County definition).”

ARTICLE II, SECTION 8: add... “Sixth grade students who become eligible members in the second semester are to pay annual dues in the amount of \$10 by the 30<sup>th</sup> day after accepting membership.”

AMENDMENT TO BYLAWS (approved 8/20/12)

ARTICLE II, SECTION 5: add... ““Participation in one (minimum) additional service project per year” is defined as NO LESS than 10 hours of documented service for that particular off-campus project/service. Documentation must be turned in to chapter advisor before the end of the school year in order to receive proper recognition of service. See chapter advisor for proper documentation form.”