



Arizona Cultural Academy & College Prep

“Quality Education Is An Islamic Mandate”

National Junior Honor Society Bylaws

5th Edition December 2021

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this chapter shall be the Arizona Cultural Academy Chapter of the National Junior Honor Society.

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 Arizona Cultural Academy.

ARTICLE II: MEMBERSHIP

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at the end of their enrollment. Graduate and honorary members have no vote 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, Citizenship, and Character.

Section 3. Eligibility:

- a. Candidates eligible for election to this chapter must be in the second semester in grades 7 ~ 9.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Arizona Cultural Academy.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative GPA of 95% . This scholastic level of achievement shall be the required minimum scholastic level of 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.

Leadership – The leadership criterion is considered highly important for membership selection. The chapter considers the following descriptors are for consideration purpose not is thought of as a checklist.

1. Leaders show responsibility in all areas and work well with teams.

2. Leaders are a positive influence in the class. They actively and voluntarily look for various ways to be helpful to the teachers and students.
3. Leaders behave appropriately in formal and informal settings.
4. Leaders are goal-oriented and take the initiative with meeting homework deadlines, etc.
5. Leaders promote following the school rules and being on task in the classroom.
6. Leaders are problem solvers and are proactive in being prepared and finding out what homework they have missed, if absent.

Service – Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial compensation. The student who serves:

1. Service is an extra effort given to volunteering with the clear intention to earn service hours.
2. Members shall meet 8 hours per semester requirement that cannot be accumulated with at least 6 hours taking place at school.
3. Service can include tutoring peers, helping at food banks, etc.
4. All students are responsible for keeping records of their time and having them signed by the appropriate personnel. All hours volunteered will be verified by three staff members: The program Coordinator and the two school Counselors.
5. Joining after school club does not count towards service hours.
6. Service points given to candidates are weighted in favor of activities done recently.
7. The school will provide avenues for outside volunteering beyond in-school service hours. There will be four opportunities provided per semester.
8. Events such as the Pancake Breakfast will stipulate the number of volunteers needed, who may then count their time as Service. Simply showing up will not qualify the student for service hours.

Character – A person of character demonstrates trustworthiness, respect, responsibility, fairness, caring, and citizenship. The student of character:

1. The student has no disciplinary issues, few or no tardiness, and is respectful to all staff.
2. The student is considered to be highly trustworthy and follows all school rules especially the ones regarding cell phones and gum.
3. The student has clear records for attendance to Prayer.
4. The student observes academic honesty such as not copying homework or allowing another to copy his/her work.
5. The student shows good manners in the cafeteria and cleans up afterward.
6. The student is kind in words and actions to all class members and does not belittle nor slander others.
7. The student has no record or warnings about physical or verbal bullying.
8. The student's behavior on field trips is exemplary.
9. The student demonstrates academic responsibility such as turning in homework on time.

10. Participates in good sportsmanship in physical education.

Citizenship – The student demonstrates citizenship:

1. Holds high regard for fairness in classroom and community
2. Shows consistent efforts to promote democracy through mature participation and responsibility
3. Understands the process of conflict resolution including civic laws that govern the school and the community
4. Understands of the chain of command on and off-campus
5. Respects all rules and policies

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 three or five faculty members appointed by the principal. The chapter adviser shall be the fourth or sixth, non-voting, 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 ("candidate") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. Faculty Council shall solicit the recommendation from all secondary teachers. The faculty council shall meet and evaluate the student according to the rubric. At least 22.5 out of 30 points shall be obtained for a candidate to be selected as a member. The final decision will be based on a majority vote of the council.

Section 3. The selection of new, active members shall be held once a year during the second semester 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 or the 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. A member can be considered for dismissal when performance falls below the acceptable levels of any of the standards by which the student was selected, when the member fails to fulfill chapter obligations, or when the member is found guilty of violating school rules or the law.

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 Arizona Cultural Academy 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, 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 the dismissal of a member. Offenders of the school conduct code (such as the use of profanity, failure to comply, unexcused absence, excessive tardiness, 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 dismissed.

Section 4. In case 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 at 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.
- 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 principal and afterward through the School Council.
- 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.

A member is subject to pending dismissal if he/she

1. Obtains a violation in the classroom or anywhere on campus that results in the student being sent to the office.

(In the event that the majority of the Faculty Council votes not to dismiss the violator after the hearing, it is recommended that the member shall be placed on probation status. Any repeated offense or other violation shall result in more severe consequence which includes dismissal however the hearing shall still be held.)

2. Missing three general meetings after being warned in this regard, without informing the President and or without valid excuses.

The member is expected to follow all school policies, No excuses!

Honor Society Members are expected to conduct themselves appropriately in all settings, whether formal or informal on or off-campus.

Inappropriate social behavior, including, but are not limited to, cyberbullying and postings such as Facebook, or any social communication platform can be brought to a counselor's attention for a private meeting.

To avoid conflict of interest, any Faculty Council member may choose not to participate nor present in any selection or dismissal process. An alternate will be appointed to assure that the faculty council includes 5 voting members.

Section 5. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

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

Section 2. Student officers shall be elected at the second meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members in good standing of the chapter are eligible to vote.

- a. At the first meeting, Candidacy Nomination forms for various offices will be available to all members. These forms shall include an application, stating the office the nominee is seeking and the goals and qualifications the nominee has. The second form is the Faculty Reference Form.
- b. Ten days prior to the second meeting vote, officer nominees will each have submitted to the adviser two Faculty Reference forms.
- c. The Faculty Council and adviser shall assure that the candidate nominees are qualified in terms of leadership and communication abilities as determined by the nominee's application form and faculty references.

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.

Section 4. President

Subsection 1 – Any person nominated for President shall meet the following eligibility requirements:

- a. Must be a member of the NJHS
- b. Must be a freshman during the term of office to be served

Subsection 2 – The President shall have the following duties and powers:

- a. Preside over all meetings of the Executive Board and General Assembly
- b. Call and cancel NJHS meeting with the approval of the faculty adviser
- c. Appoint all committee chairpersons
- d. Prepare a written agenda for distribution at all meetings with the assistance of the secretary
- e. Represent the NJHS at school functions
- f. Perform all duties associated with the office of President

Section 5. Vice President

Subsection 1 – Any person nominated for the position of Vice President shall meet the following requirements.

- a. Must be a member of the NJHS
- b. Must be a Grade 8 student or freshman during the term of office to be served

Subsection 2 – The Vice President shall have the following duties and powers:

- a. Perform the duties of President in the event of his/her absence
- b. Perform all the duties associated with the office of Vice President
- c. Shall keep a record of members' contributions to leadership and service

Section 6. Secretary

Subsection 1 – Any person nominated for the position of Secretary shall meet the following requirements.

- a. Must be a member of NJHS
- b. Must be a Grade 8 student or freshman during the term of office to be served

Subsection 2 – The Secretary shall have the following duties and responsibilities:

- a. File and maintain a record of the minutes of all NJHS meetings and official chapter correspondence
- b. Record attendance at all meetings
- c. Prepare typed minutes within two school days of the meeting
- d. Be responsible for maintaining the service record for all members
- e. Perform all duties associated with the office of Secretary

Section 7. Treasurer

Subsection 1 -- Any person nominated for the position of Treasurer shall meet the following requirements.

- c. Must be a member of NJHS
- d. Must be a freshman during the term of office to be served

Subsection 2 – The Treasurer shall have the following duties and responsibilities:

- a. Have a general charge of NJHS funds, collection, and distribution
- b. Present a financial statement at the beginning of each NJHS meeting
- c. Present a financial statement at the end of each school year
- d. Perform all duties associated with the office of Treasurer

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the 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. Executive Board shall establish a meeting scheduled on a month-to-month basis. Meetings shall be held weekly.

Section 2. The General Assembly shall meet on a specific day every month which will be set up by the Executive Board and the faculty adviser and printed in the school calendar. Meetings shall be held no less than once a month.

Section 3. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 4. All chapter members are expected to attend all regularly-scheduled chapter meetings.

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. All members must complete a minimum of ten service hours.

Section 4. 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 5. 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 6. The chapter shall publicize its projects in a positive manner.

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.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE X: POWERS

Section 1. The chapter 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 bylaws 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 XI: AMENDMENTS

Section 1. These bylaws 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 Article 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 Junior Honor Society.

Date (of last approved revisions): December, 2021

Signatures: Chapter President, Adviser, and Principal

Chapter Adviser _____

School Principal _____