Article I: Name and Purpose
Section 1. The name of this organization shall be the Hereford Middle School National Junior Honor Society (NJHS).
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.
Section 3. NJHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

Article II, III, IV involve the governance of NASSP and may be found here.

Article V: The Principal
Section 1. The principal or appropriate designated administrator shall reserve the right to approve all activities and decisions of the chapter.
Section 2. The principal appropriate designated administrator shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.
Section 3. The principal appropriate designated administrator shall annually appoint a Faculty Council composed of five members of the school’s faculty who may serve consecutive terms.
Section 4. The principal appropriate designated administrator shall receive appeals in cases of nonselection of candidates, and the disciplining or dismissal of members.

Article VI: 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 complete the annual survey and submit it to the national office.
Section 3. The chapter adviser shall, as necessary, 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.
Section 5. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.
Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Article VII: The Faculty Council
Section 1. The Faculty Council shall consist of five (5) voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.
Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions, and warning cases.
Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NJHS policies.
**Article VIII: Membership**

**Section 1.** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2.** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

**Section 3.** Candidates become members when inducted at a special ceremony.

**Section 4.** An NJHS member who transfers to another school and brings a letter from the 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.¹

¹Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

**Article IX: Selection of Members**

**Section 1.** To be eligible for membership, the candidate must be currently enrolled in 6th or 7th grade at Hereford Middle School. Candidates must have completed two quarters at Hereford Middle School OR have necessary transfer records of completion from another middle school.

**Section 2.** In order to be eligible to apply, candidates need to have averaged a 3.5 GPA. 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 a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council’s deliberations.

**Section 4.** 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. (See Appendix A).

**Section 5.** NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

**Article X: Discipline and Dismissal**

**Section 1.** The Faculty Council, in compliance with the rules and regulations of the National Junior Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards that 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, except that in the case of flagrant violation of school rules or the law, a member does not 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 pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered “due process” for all members.)

**Section 5.** For purposes of dismissal, a majority vote of the Faculty Council is required.
Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7. NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 5 regarding the permanent consequences for members when dis- missed.)

Article XI: Chapter Officers
Section 1. Hereford Middle School NJHS has four officer positions: President, Vice-President, Secretary and Treasurer. The President is responsible for overseeing monthly all-member meetings and working closely with the advisor to plan activities. The Vice-President is responsible for overseeing committees and working closely with the president and advisor to plan activities. The Secretary is responsible for record-keeping, including meeting attendance and individual member service hours. The Treasurer is responsible for overseeing financial decisions and the fundraising committees.

Section 2. Members interested in running for office must complete an application to be approved by the advisor. Officer candidates must then deliver a speech to the NJHS membership. Officers are determined by democratic vote immediately following the speeches.

Section 3. If there are no candidates for a particular office, the position may be offered the second-runner-up of the highest officer position.

Article XII: Executive Committee
Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

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 bylaws. 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 XIII: Meetings
Section 1. Hereford Middle School NJHS shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. All-member meetings will be held monthly. Committees will need on an as-needed basis.

Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

Article XIV: Activities
Section 1. Hereford Middle School NJHS will complete a minimum of 3 service projects annually.

Section 2. All members are expected to participate in at least 1 of 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; be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests.

Article XV, XVI, and XVII are not specific to Hereford Middle School and may be found here.
Appendix A: Description of Hereford Middle School NJHS Selection Procedure

Eligibility determinations will be made in the first half of the 3rd quarter by the Advisor with the assistance of the guidance department.

All eligible students will then receive an application packet through their homeroom and will have a minimum of 2 weeks to complete the application forms.

Applications received on time and completed will be reviewed by an anonymous faculty council of teachers using a standardized rubric. They are reviewed for teacher character recommendations, service, leadership roles, extracurricular involvement and a self-evaluative character essay.

Once all the applications have been reviewed, the council selects the top 75 scores and has it approved by the administrative team. The advisor then invites those students to be inducted into the National Junior Honor Society. Students will be notified of their acceptance or rejection no later than 20 school days after the application deadline.