

# GUARDIAN CHRISTIAN ACADEMY

6851 COURTHOUSE ROAD  
CHESTERFIELD, VIRGINIA 23832  
Tel: (804) 715-3210  
Fax: (804) 715-3237



## Chapter Bylaws of the Knights Chapter of the

### National Junior Honor Society

*Scholarship, Character, Citizenship, Leadership, Service*

Adopted: [May 24, 2019](#)

#### ARTICLE I: NAME

The name of this chapter shall be the Knights Chapter of the National Junior Honor Society of Guardian Christian Academy.

#### ARTICLE II: PURPOSE

The purpose of this chapter 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 students of Guardian Christian Academy.

#### ARTICLE III: POWERS

**Section 1.** This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See [www.njhs.us/constitutions](http://www.njhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

**Section 2.** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 3.** Final authority on all activities and decisions of the chapter resides with the school principal.

**Section 4.** Nondiscrimination. Our chapter of NJHS 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, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

National Junior Honor Society Bylaws, revision 6.20.19



Equipping students to become Christian leaders who impact the culture for Christ

## ARTICLE IV: MEMBERSHIP

**Section 1.** 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 2.** Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Honorary members are selected at the discretion of the faculty council. Alumni and honorary members have no voice or vote in chapter affairs.

Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the eighth or ninth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one year at Guardian Christian Academy.
- c. Candidates eligible for election to the chapter shall have final grades of A/B honor roll for the past two years; the final grades for the years prior to that may have no more than one C and no grades below a C.
- d. Upon meeting the grade level, enrollment, and honor roll standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

## ARTICLE V: SELECTION OF MEMBERS

**Section 1.** The selection of members to this chapter shall be by a majority vote of the faculty council which consists 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.** The selection of active members shall be held once a year during the second semester of the school year. Eligibility checks are conducted immediately after the fourth quarter for all 7<sup>th</sup> and 8<sup>th</sup> graders and the selection process is conducted henceforth.

**Section 3.** Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and recognized by the chapter adviser.
- c. After being notified of their eligibility, students may decide to complete and submit the candidate information form for further consideration to be considered for induction.
- d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.

National Junior Honor Society Bylaws, revision 6.20.19



e. The chapter adviser takes the candidate applications before the faculty council. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. The faculty council will determine selection based not only on information provided in the candidate application, but also shall consider their own observations of each candidate's demonstration of scholarship, character, citizenship, leadership, and service.

f. The principal approves the faculty council's decisions.

g. Invitations to an NJHS Induction Ceremony are sent to all approved candidates.

**Section 4.** Candidates become members when inducted at the NHS Induction Ceremony. Candidates will receive a certificate of membership and be asked to pledge an oath to uphold all responsibilities required of them as members of National Junior Honor Society. Outgoing membership transfers.

**Section 5.** An active member of the National Junior Honor Society who transfers from this school shall take their certificate of membership to their future school as proof of membership.

**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.

#### ARTICLE VI: OBLIGATIONS OF MEMBERS

**Section 1.** There are no annual dues for membership in the Knights Chapter of NJHS.

**Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

**Section 3.** Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the emblem.

#### ARTICLE VII: OFFICERS

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

**Section 2.** The first meeting of the year will focus on the next induction ceremony and the upcoming election of officers. Student officers shall be elected at the second meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member may also nominate an eligible member as a candidate for office if there are no members voluntarily running. The position of vice-president

National Junior Honor Society Bylaws, revision 6.20.19



from the previous year is expected to fill the role of president in the subsequent year. As such, the position of the new vice-president can only be selected from the 8<sup>th</sup> grade class members. Other positions can be from any class. At this second meeting, all officer candidates must give a speech communicating his or her qualifications, plans, and goals intended for the desired position. The past vice-president will be promoted to president for the current year.

**Section 3.** Voting shall be by secret ballot. 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.

Officer duties:

- a. President - The chapter president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter. The chapter president must know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgement, have energy, be able to work with many different people and personalities, and have a good relationship with chapter, faculty, and student body. The president is the point-person and face of the organization at our school, and leads all meetings of the National Junior Honor Society.
- b. Vice President - The vice president's primary role is to serve as the official replacement for the president should the president fail to function or be unable to fulfill his or her responsibilities. The vice president, more than any other officer, has the opportunity to be creative in the position beyond the primary job description. The vice president is the president's closest student adviser and assistant. The vice president and president must work very closely together to create a productive Honor Society. While the president serves as the public face of the organization, the vice president serves as the behind-the-scenes person who plans, organizes, schedules, and oversees to make sure the chapter work is done. To be successful in this role, a vice president must know how to handle many types of situations, be mature, be organized with good time management skills, have sound judgement, have energy, be able to work with many different people and personalities, and have a good relationship with the president, chapter, faculty, and student body.
- c. Secretary - The secretary's primary responsibility is to keep the official records of chapter business, take the minutes at every NJHS meeting, and serve as the official correspondent for the chapter. The historical memory of the Honor Society on our campus depends on the quality of the secretary's performance. The job requires accuracy, neatness, and completeness. The secretary is expected to be the keeper of the records and the designer of the agenda, be organized, know nearly everything about every meeting, be alert to the calendar and progress of committees, be knowledgeable about meeting procedures, and spend time planning and organizing our chapter's work.

National Junior Honor Society Bylaws, revision 6.20.19



**Section 5.** Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

**Section 1.** Regular meetings of this chapter will be held, at minimum, of once per quarter. Special and additional meetings can be called by the president with approval of the chapter adviser.

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

**Section 3.** Members are expected to attend all chapter meetings.

#### ARTICLE IX: ACTIVITIES

**Section 1.** The chapter shall determine two or more service projects for each year.

**Section 2.** All members shall regularly participate in at least one of these projects each year.

**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 and promote its projects in a positive manner.

#### ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

**Section 1.** Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Knights 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 honor roll status falls below the standard in effect when he/she was selected, he/she will be given a written warning and a reasonable time period for improvement. If the cumulative grade 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 includes consideration of dismissal from the chapter.

National Junior Honor Society Bylaws, revision 6.20.19



**Section 3.** Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

**Section 4.** Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, 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 considered for dismissal.

**Section 5.** Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

**Section 6.** In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any 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 via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership certificates, emblems, and award to the NJHS adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

**Section 7.** In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

#### ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

**Section 1:** These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the Guardian Christian Academy administration.

**Section 2:** These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

National Junior Honor Society Bylaws, revision 6.20.19



## ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds 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 IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on [June 20, 2019](#) ([May 24, 2019](#))

Names of the Chapter President, Secretary, Adviser, and Principal.

Secondary Principal – [Mrs. Cathy Danko](#)  
NJHS Chapter Adviser – [Mrs. Lisa Burton](#)  
NJHS Chapter President -  
NJHS Chapter Secretary -

## Appendix A: Important Dates

### Spring Semester

[May 1, 2020](#)

Faculty/Staff Input forms collected

[June 19, 2020](#)

Student applications to NJHS mailed to eligible candidates

### Summer Break

[July 31, 2020](#)

All **applications for membership due** to Mrs. Burton

[August 1-31, 2020](#)

All applicants and current membership reviewed by faculty council

### Fall Semester

[September 11, 2020](#)

Student informed of status of NJHS membership

[October 2, 2020](#)

**NJHS Induction Chapel Ceremony**

[First Quarter](#)

NJHS Officers elected for the year

### Spring Semester

[June 1, 2021](#)

All National Junior Honor Society individual service hour forms due for students who wish to continue in NJHS next year

### Summer Break

Begin to work on high school Bible and/or NJHS community service requirements for the next school year and develop chapter project proposals.

National Junior Honor Society Bylaws, revision 6.20.19



# National Junior Honor Society

## Knights Chapter Application for Membership

Student Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Qualifying grades in: 6<sup>th</sup> \_\_\_\_\_, 7<sup>th</sup> \_\_\_\_\_, 8<sup>th</sup> \_\_\_\_\_

**Please provide neatly written responses to each of the following:**

Leadership Roles- list all elected or appointed leadership positions or other positions of responsibility held in school, community, or work activities. Please include the name of the adult responsible for supervising your leadership in each position.

Leadership Role	Grade Level	Activity/Organization	Supervising Adult

Other Student Activities – List all other school-based activities in which you have participated in school. Include clubs, teams, musical groups, etc., and any significant accomplishments in each.

Student Activity	Grade Level	Accomplishments

National Junior Honor Society Bylaws, revision 6.20.19
--





Other Community Activities – List other community activities in which you have participated and note any major accomplishments in each. These should be any activities outside of school in which you participated for the betterment of your community (e.g., religious groups, clubs, Boy or Girl Scouts, community art endeavors). Do not repeat participation already listed above. Please include the name of the adult supervisor of each activity.

Gr	Community Activity	Hours	Accomplishments	Supervising Adult
6				
7				
8				
9				

Work Experience, Recognition, and Awards – though not a specific criterion for membership, please list below any job experience, honors, or recognition that you have received that support your candidacy for membership in the Honor Society. (may be paid or volunteer)

Gr	Job, Recognition, or Award	Group/Activity	Hours	Supervising Adult
6				
7				
8				
9				

**Students submitting applications will be evaluated by the faculty panel in areas concerning leadership, character, and service. Please check the box below and return this form to Mrs. Burton by **July 31<sup>st</sup>**.**

- I would like to be considered for candidacy for NJHS  
 I would **not** like to be considered for candidacy for NJHS

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

National Junior Honor Society Bylaws, revision 6.20.19
--

