

WESTSIDE CHRISTIAN ACADEMY  
Sumter, South Carolina



SCHOLARSHIP ~ SERVICE ~ LEADERSHIP ~ CHARACTER

# Chapter By-Laws

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

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

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 the students of Westside Christian Academy.

## **ARTICLE II: MEMBERSHIP**

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Honorary membership is given to an individual or group of individuals that have aided the chapter in attaining goals. 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, and Character.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be a second-semester 6<sup>th</sup> grader, or a member of the 7<sup>th</sup> or 8<sup>th</sup> grades.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at Westside Christian Academy.
- c. Candidates eligible for selection to the chapter must have a minimum cumulative grade point average of 3.5 (out of 4.0). This grade point average is not subject to rounding. The scholastic level of achievement shall remain fixed, and 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. Grade point average is calculated in the following way:
  - i. Grade 6: Cumulative grade point average from 1<sup>st</sup> semester of 6<sup>th</sup> grade
  - ii. Grade 7: Cumulative grade point average from 6<sup>th</sup> grade and the 1<sup>st</sup> semester of 7<sup>th</sup> grade
  - iii. Grade 8: Cumulative grade point average from 6<sup>th</sup> grade, 7<sup>th</sup> grade, and the 1<sup>st</sup> semester of 8<sup>th</sup> grade.
- e. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on evidence of their service, leadership, and character.

## **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 five faculty members appointed by the principal. The chapter adviser shall be the 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 ("candidates") shall be notified and asked to complete and submit the Student Application Packet for further consideration for selection.
- c. The Faculty Council shall be requested to evaluate candidates determined to be scholastically eligible using the Student Application Packet. The Student Application Packet shall consist of a listing of student's involvements and achievements on the basis of scholarship, leadership, and service, a personal statement on the candidate's desire to be a member of NJHS, and three recommendations from (1) a current core teacher, (2) a current related arts teacher, and (3) a personal contact.
- d. The Faculty Council's decision may be appealed to the principal. The decision of the principal is final.

Section 3. The selection of new, active members shall be held once a year during the second semester of the school year.

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.

Section 6. A student who transfers to WCA from another school, where he/she was an active member of NJHS will be accepted for membership in the WCA chapter. If the student does not meet the standards for National Junior Honor Society membership at Westside Christian Academy, 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.

Section 7. A student who transfers to WCA from another school, where NJHS was not offered will have the opportunity to be inducted into the WCA chapter if he/she enrolls in WCA prior to the end of the 1<sup>st</sup> semester. If the student misses this cut-off date, he/she will have to wait until the following year for their GPA to be considered for eligibility.

#### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Westside Christian 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 (3.5), he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below the 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 and/or more than one administrative referral in a school year can result in dismissal of a member. These violations are outlined in the Westside Christian Academy Handbook (pgs 17-18).

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 dismissed.

Section 5. In all cases 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 in 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 (see below).
- 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.

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 Honor Society.

f. It is possible for a student to be accepted into the National Junior Honor Society and decline membership during a given academic year without penalty. The student may be considered for eligibility again the following year according to the criteria established for the new school year.

Section 6. 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 president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. Students who wish to run for the position of officer must be an active member, and be a rising eighth grader. All active members of the chapter are eligible to vote.

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. It shall be the duty of the president to preside at the meetings for this chapter.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.

Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter

Section 8. In the situation of an officer being dismissed or resigning, the advisor and remaining members of the executive committee will elect a candidate. This candidate will be approved by the chapter members by a majority vote.

## **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. Meetings of this chapter shall be monthly.

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

Section 3. All chapter members are expected to attend all regularly-scheduled chapter meetings.

## **ARTICLE VIII: SERVICE PROJECTS**

Section 1. The chapter shall determine one or more service projects for each year. The chapter will collect a minimum of 5 hours of service for a school year (1<sup>st</sup> and 2<sup>nd</sup> semester).

Section 2. All members shall regularly participate in 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, 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. The individual should spend at least 5 hours per semester doing this service project and recording their efforts on the WCA NJHS Community Service Hours Recording Sheet. This is in addition to the chapter projects to which all members contribute.

Section 5. Each member will be required to accumulate a minimum total of 10 service hours in the summer. These service hours should be properly documented using the Summer Service Hours sheet. This sheet will be turned in at the first meeting of the new school year.

Section 5. 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 Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.

Section 3. Chapter members who are eighth graders in good standing shall be granted the privilege of wearing the honor cords at graduation.

## **ARTICLE X: DUES**

Section 1. Annual dues for this chapter shall be \$20.00

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction.

## **ARTICLE XI: 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 XII: AMENDMENTS**

Section 1. These by-laws 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 Articles II, 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 Honor Society.

**Date:** February 23, 2015

**Signatures:** Chapter President, Secretary, Adviser, Principal

*Statement of non-discrimination: The Westside Christian Academy 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.*