



UTPB STEM ACADEMY

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Chapter Bylaws of the
UTPB STEM Academy Chapter
of the

National Junior Honor Society
Adopted: November 2017



ARTICLE I: **NAME AND PURPOSE**

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

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 citizenship in students of UTPB STEM Academy.

ARTICLE II: **PRINCIPAL**

Section 1. The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The Principal shall annually appoint a chapter adviser, who may serve consecutive terms. (The term "adviser," shall also mean "co-adviser" in years when two advisers are appointed.)

Section 3. The principal shall annually appoint Faculty Council composed of five members of the school's faculty who may serve consecutive terms. (The adviser and/or co-adviser will serve as a non-voting member of the committee.)

Section 4. The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE III: **THE CHAPTER ADVISER(S)**

Section 1. The chapter adviser(s) 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(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual activity report to the national office.

Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

ARTICLE IV:
FACULTY COUNCIL

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No 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 chapter adviser(s) shall be ex-officio, non-voting, member(s) of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members and to consider dismissal, non- selection, and warning cases.

ARTICLE V:
MEMBERSHIP

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or community members in recognition of outstanding service rendered to the school in keeping with the purpose of the National Junior Honor Society.

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

Section 4. A National Junior Honor Society member who transfers to another school and brings a letter from the former 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.

ARTICLE VI:
SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must be a seventh, eighth or ninth grade student at UTPB STEM Academy.

Section 2. Selection begins by identifying students with a cumulative scholastic average of 85% or better in all UTPB STEM Academy coursework.

Section 3. Students who meet academic requirements are notified by letter and asked to complete and submit the "Candidate Information Packet".

Section 4. Candidates must submit the candidate information packet by the specified deadline.

Section 5. The faculty council will evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

Section 6. The faculty council members discuss the candidate's eligibility in the areas of character and citizenship. Council members consider the candidates qualifications in these two areas based on the descriptions of demonstration of these qualities as stated in the NJHS Handbook in the section on the selection process.

Section 6. Interviews may be held with a candidate if the faculty council has questions or needs further information concerning a candidate's qualifications for membership.

Section 7. The selection of each member to the chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members appointed by the Principal. The chapter adviser (or co-advisers) shall be the sixth (or sixth and seventh) non-voting, ex-officio member of the Faculty Council.

Section 8. A description of the selection procedure (Sections 1 – 7 above) shall be published in an official school publication which 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 the National Junior Honor Society.

Section 9. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

ARTICLE VII: **DISCIPLINE/DISMISSAL**

Section 1. The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, will develop a dismissal procedure. A written description of the discipline/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. In the case of flagrant violation of school rules or civil laws a member does not, necessarily, have to be warned.

Section 3. The chapter adviser(s) will be assisted by teachers in the monitoring of members' compliance with the Society's standards.

Section 4. The Faculty Council shall determine when an individual has exceeded a reasonable amount of time to correct deficiencies and also when an individual has exceed a reasonable number of warnings.

Section 5. In all cases of impending dismissal, a member shall have a right to written notification of charges and a hearing before the faculty council.

Section 6. A member who has been dismissed may appeal the decision of the faculty council to the campus principal. The principal's decision is final.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE VIII:
NOMINATION AND ELECTION OF OFFICERS

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

Section 2. The current members at the first meeting following the induction ceremony shall elect officers; or, if necessary, by the membership body at the first meeting the following fall. Newly elected officers shall assume their duties in the fall of the following year. If elected in the fall, the new officers will assume their responsibilities at that time.

ARTICLE IX
OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1. The president shall: A) plan, organize, and preside over meetings; B) work with other officers and committee chairpersons to see that all assigned tasks are completed in a timely manner; C) appoint, subject to approval of Executive Committee and the faculty council, members to committees and to fill vacancies; and, D) serve as a liaison between membership and chapter adviser(s).

Section 2. The vice-president shall: A) in the absence of the president, have powers and duties of the president; B) serve as liaison with other National Junior Honor Society organizations; C) monitor members' individual service projects.

Section 3. The secretary shall :A) insure that minutes are recorded at all meetings; B) present the previous meeting's minutes for approval by general membership; C) record attendance of members at meeting and events; and, D) perform other duties as delegated by the president or Executive Committee.

Section 4. The treasurer shall:A) keep track of financial functions and transactions; and, B) perform other duties as delegated by president or Executive Committee.

Section 5. If the office of president is vacated, the vice-president will assume the position of president. In all other offices, if a vacancy occurs, the officers will appoint members to fill the vacancy until the next election.

ARTICLE X
EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser(s).

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 by-laws. 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 of ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE XI
MEETINGS

Section 1. The UTPB STEM Academy Chapter shall meet a minimum of twice per semester.

Section 2. The adviser, faculty council or president may call special meetings approved by the executive committee.

Section 3. Chapters shall conduct meetings according to the predetermined agenda in all points not expressly provided for in these by-laws.

ARTICLE XII **ACTIVITIES**

Section 1. The chapter shall be involved in one or more group service projects during the school year.

Section 2. Each member shall be involved in an individual service project as approved by the chapter adviser(s).

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 that reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter group project to which all members contribute.

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

ARTICLE XIII:

DUES

Section 1. Annual dues for this chapter shall be \$10.

Section 2. Dues will be payable to UTPB STEM Academy PTO.

ARTICLE XIV **AMENDMENTS**

Section 1. The faculty council will review Society by-laws in the fall of each school year. By-laws may be amended by a majority vote of the faculty council.