



**Dr. Joseph F. Pollack Academic Center of Excellence National Junior Honor Society  
(P.A.C.E. National Junior Honor Society)**

**Chapter Bylaws**

**ARTICLE I: NAME AND PURPOSE**

**Section 1:** The name of this chapter shall be the Dr. Joseph F. Pollack Academic Center of Excellence National Junior Honor Society (P.A.C.E. National Junior Honor Society for short). It is the society belonging to P.A.C.E. 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 citizenship, and to encourage the development of character in students of P.A.C.E. Academy.

**ARTICLE II: MEMBERSHIP**

**Section 1:** Membership in this chapter shall be known as active. Active members are current students at P.A.C.E. Academy.

**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 of sixth grade or grades seven through eight.
- b. To be eligible for selection to membership in this chapter, the candidates must have been in attendance at P.A.C.E Middle School for a period of one semester.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA of 3.5 (out of 4.0). This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship or to above such standard may be admitted to candidacy for selection to membership.
- d. Candidates may not have more than three for cellular device infractions and uniform violations.

- e. Upon meeting the grade level, attendance, GPA standard requirements, and disciplinary requirements, candidates shall then be considered based on their service, leadership, citizenship, 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 the five faculty members appointed by the principal. The chapter adviser(s) shall be the sixth, nonvoting, 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 Activity Information Form for further consideration for selection.
  - a. The Student Activity Information Form shall include:
    - i. Any past or current leadership positions
    - ii. Any past or current service activities
    - iii. Other community activities
    - iv. Any recognition and awards
    - v. Documentation of the completion of at least 10 hours of community service during the 2012-2013 school year.
    - vi. Three letters of recommendation. Students should have at least one letter from a current teacher or former teacher, and one from a community/activity leader (cannot be from a parent).
    - vii. A letter of intent acknowledging willingness and interest to become a part of the organization
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser(s).
- d. The Faculty Council shall review the Student Activity Information Form, student documents, and faculty evaluations in order to determine membership.

**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:** Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations 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 or her membership.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

**Section 1:** Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be considered for dismissal from the P.A.C.E. National Junior Honor Society chapter of the National Junior Honor Society. A member is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community.

**Section 2:** If a member's cumulative GPA falls below a 3.3, he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

**Section 3:** If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

**Section 4:** Violation of the law or school regulations can result in dismissal of a member. 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.

**Section 5:** Offenders of the school conduct code (such as use of profanity, failure to comply, disrespect/gross disrespect, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

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

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules of 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 or her at a hearing before the Faculty Council prior to the vote on dismissal. 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 building principal and afterwards through the school's discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered 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 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. All returning active members are eligible to run for a position as an officer. 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. The following duties should reflect the responsibilities developed for officers in the local chapter:

**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.

## **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 bimonthly occurring on the second and fourth Thursday of each month. The first meeting of the month will be facilitated/led by adviser(s) and the second meeting will be led by the president of the chapter.

**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 schedule chapter meetings. Members should not miss more than 3 meetings without an excused absence. Excused absences include:

- a. Not in attendance during the school day
- b. Making up an important test/assignment for a teacher.

All other absences are unexcused. If a member misses more than 3 scheduled meetings, the member will be given a written warning that notifies member that the Faculty Council may consider dismissal.

## **ARTICLE VIII: ACTIVITIES**

**Section 1:** The chapter shall determine a minimum of four service projects for each year.

**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 that reflects hi or her particular talents and interests and as approved by the chapter adviser(s). This is in addition to the chapter projects to which all members contribute.

**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 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: DUES**

**Section 1:** Annual dues for this chapter shall be \$20.

**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 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 III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

**Section 2:** Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Date of last approved revisions: \_\_\_\_\_

**Signatures**

**Chapter president**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

**Secretary**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

**Advisor(s)**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

**Principal**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_