

**Pompano Beach Middle School**  
**National Junior Honor Society (NJHS)**  
**By-Laws (Updated 8/30/2023)**

**1. Selection**

- a. Selection for membership is determined by the NJHS Adviser and is determined based upon outstanding scholarship, character, service, leadership, and citizenship.
- b. Membership is limited to members of the seventh and eighth grade class.
- c. Candidates must be a student at Pompano Beach Middle School for at least one semester.
- d. The scholastic requirement for membership is a grade point average of 3.6 in sixth grade and 3.7 in seventh grade.
- e. Eligible candidates shall be evaluated by the adviser based on character, service and leadership as evidenced on the Candidate Selection Form.
- f. A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or school adviser shall be accepted as a member of the Pompano Beach Middle School chapter in accordance with the National Junior Honor Society Constitution.
- g. A teacher recommendation form and \$25.00 membership dues are also required for inductees.

**2. Officer Selection**

- a. Six (6) officers shall be elected by a majority vote of the membership.  
These officers comprise the Executive Council.
- b. These officers are: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer and Historian.
- c. Officers must be in the 8<sup>th</sup> grade in their service.
- d. Other committees may be appointed as deemed appropriate by the chapter advisor or the Executive Committee for the general operation of the chapter.

**3. Officer Duties**

- a. Officers are expected to attend all NJHS events.
- b. If an officer misses three activities, including meetings, that officer may be dismissed, and a replacement appointed by the Advisor.
- c. It is the responsibility of the chapter officers to:
  - a. Hold an Executive Committee meeting no less than two days before each National Junior Honor Society meeting.
  - ii. Plan and conduct all meetings in such a manner that members' time is well spent.
  - iii. Direct business affairs of the chapter.
  - iv. Coordinate committees and members to help with projects or duties.
  - v. Plan and communicate community service projects with the adviser.
  - vi. Make recommendations concerning by-laws, time and place of meetings, special projects, and member obligations to the adviser.
- d. Specific duties of each officer are as follows:
  - I. President
    1. Maintain close communication with the adviser.
    2. Preside at meetings.
    3. Serve as the main speaker for the induction ceremony.
    4. Maintain communication with the other officers.
    5. Coordinate activities.
    6. Complete any projects or responsibilities given to the office.
  - II. Vice-President(s)
    1. Preside at meetings in absence of president.
    2. Serve as chairman of the telephone/email committee.
    3. Complete any projects or responsibilities given to the office.

- III. Secretary
  - 1. Take roll at meetings.
  - 2. Take and post minutes of each meeting in an organized manner.
  - 3. Attend the county monthly district meetings and take minutes.
  - 4. Complete the Excel Spreadsheet and keep track of documents members submit quarterly.
  - 5. Write thank you notes and other correspondences as needed.
  
- IV. Treasurer
  - 1. Keep a running budget of available NJHS funds.
  - 2. Keep a running budget for all ongoing projects.
  
- V. Historian
  - 1. Document through photos, etc. NJHS meetings and events.
  - 2. Make announcements about meetings, club activities/projects on the NJHS Instagram account.
  - 3. PowerPoint for NJHS Induction.

#### **4. Active Membership**

- a. All active members must attend regularly scheduled meetings as well as special meetings designated by the Executive Committee.
- b. All members are expected to check the Instagram page on a regular basis and sign up for the Remind group. Meetings, announcements etc. will be posted there.
- c. All members must regularly participate in community projects. All members must regularly participate in fund-raising community service projects, collection drives and other NJHS activities.
- d. All active members must complete 5 hours of community service each quarter. Members are required to participate in at least one school volunteer activity per year. Hours are to be documented on the appropriate form and turned in to the adviser by the last day of each quarter. Failure to complete the form or submit it may result in probation.
- e. Any member who misses more than one meeting per quarter without an excused absence will be placed on probation.
- f. The chapter adviser is the only one who may grant excused absences from meetings and activities.
- g. \$10.00 annual dues MUST be paid by October 31st.

#### **5. Service Projects**

- a. At least one project must be open to participation by the entire membership.
- b. The chapter will provide a variety of service activities to fulfill the requirements of the NJHS constitution.
- c. All projects must be pre-approved by the adviser to receive service points.
- d. Mandatory projects require the approval of the NJHS adviser.
- e. When designating a project as mandatory, an alternate activity will be considered for those members, deemed by the adviser, as having a valid excuse.

#### **6. Probation/Dismissal**

- a. Failure to maintain membership standards, which include but are not limited to meeting attendance requirements, timely completion and submission of service hours, and participation in mandatory activities, will result in probation of the member for one nine weeks grading period.
- b. If the member complies with all membership standards during the next nine weeks grading period, he/she will automatically be returned to active status. A member is only allowed to be on probation one time.
- c. During the probationary period, if the member does not meet these standards, he/she will be subject to dismissal.
- d. Members who DO NOT maintain a 3.6 GPA will be placed on probation. To be considered for reactivation, they will need to improve their GPA status to a 3.6 or higher within the next nine weeks' grading period, otherwise, he/she will be subject to dismissal.
- e. Any member receiving two or more detentions during membership period may be placed on probation.
- f. All NJHS members MUST adhere to the character standards by which they were selected. If a member receives an administrative referral, suspension, or any other form of disciplinary action not befitting an NJHS member, the Executive Board will review the case and a decision issued. Such a decision may include (but is not limited to) penalty service hours, probation, or even dismissal.

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All these requirements **MUST** be met, along with any other requirements that may be added to the NJHS By-laws during the school year. By signing below, I indicate I have reviewed the by-laws with my parent, accept these requirements, and any changes I may be notified of during the school year.

NJHS MEMBER

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT/GUARDIAN

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*\*Please return the signed form to Ms. Thompson-Irwin by Friday, September 15, 2023.*