



**Robert O. Townsend Junior High School**  
**15359 Ilex Drive Chino Hills, CA 91709**  
**Phone: (909) 591-2161    FAX: (909) 548-6057**  
[www.chino.k12.ca.us/townsend](http://www.chino.k12.ca.us/townsend)



**ASSISTANT PRINCIPAL: Onyema Anyanwu**

**PRINCIPAL: Michael Cloke**

**ASSISTANT PRINCIPAL: Michelle Bonnema**

## ***The National Junior Honor Society*** ***Townsend Junior High School Chapter***

The by-laws of the National Junior Honor Society are a constitutional mandate (Article XVI). Therefore, be it known that these by-laws conform to the guidelines and regulations of the National Constitution of the National Junior Honor Society of Secondary Schools..

### **Article 1: Name and Purpose**

***Section 1.*** *The name of this organization shall be the Townsend Junior High School Chapter of the National Junior Honor Society of Townsend Junior High School.*

***Section 2.*** *The purpose of the organization shall be to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, and to encourage citizenship.*

***Section 3.*** *The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP, 1904 Association Drive, Reston, VA 22091.*

### **Article II: The 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 Advisor and the Faculty Council who may serve consecutive terms.

***Section 3.*** The Principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

### **Article III: The Chapter Advisor**

***Section 1.*** The Chapter Advisor shall be responsible for the direct, day-to-day supervision of the Chapter and act as liaison between faculty, administration, student, and community.

***Section 2.*** The Chapter Advisor shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Advisor shall send the annual report to the national office.

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**Norm Enfield, Ed.D., Superintendent**

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Section 3. The Chapter Advisor shall regularly review each member for compliance with Society standards and obligations.

Section 4. The Chapter Advisor 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 members appointed annually by the Principal. No Principal and Assistant Principal may be included on the Faculty Council.

Section 2. The Chapter Advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 3. The Faculty Council shall be responsible for the selection of candidates for membership.

Section 4. The Faculty Council shall hear appeals in cases of dismissal.

Section 5. 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 Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship.

Section 2. Candidates become members when inducted at a special annual ceremony.

Section 3. A National Junior Society member who transfers from another school and brings a letter from the former Principal or Chapter Advisor to the Townsend Junior High School Chapter Advisor shall be accepted automatically as a member in the Townsend Chapter. Transfer members must meet the Chapter’s standards within one trimester in order to retain membership.

Section 4. Members who resign or are dismissed are never again eligible for membership or its benefits.

***Article VI: Selection of Members***

Section 1. Candidates must be in the second trimester of seventh grade or in eighth grade at Townsend Junior High School. Candidates must have been in attendance at the school the equivalent of one trimester. Candidates who are selected during their eighth grade year will be inducted at the end of the eighth grade year and will remain candidates until induction and will not have official voting rights.

Section 2. Candidates must have a cumulative grade point average of at least a 3.50 and have not had more than one official office referral recorded for the year that they are being considered as a candidate.

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For current seventh grade students, a cumulative grade point average from sixth grade and the first trimester of seventh grade is required. For eighth grade students, it shall be based upon the cumulative grade point average from sixth grade the cumulative grade point average from seventh grade, and the first semester of eighth grade.

Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Candidates will fill out a Student Activity Form and Service Information Form in order to be considered for membership.

Section 3. 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.
- c. The entire faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the Chapter Advisor.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Section 4. The selection of each member to the Chapter shall be by a majority vote of the Faculty Council after reviewing all information concerning the candidate.

Section 5. A description of the selection procedure 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 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 requirement and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

Section 7. The National Council and NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

***Article VII: Dismissal***

Section 1. The Faculty Council in compliance with the rules and regulation of the National Junior Honor Society shall determine the procedure of dismissal. Members who fall below the standards that

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were the basis for their selection shall be promptly warned in writing by the Chapter Advisor. A copy of the warning shall be signed by the member and his or her parent and returned to the Chapter Advisor. The member shall be placed on probation and given 9 weeks to correct the deficiency. At the end of the probation period, if the deficiency is not corrected, the member may be dismissed.

Section 2. In case of flagrant violation of the school rules or civil laws a member is subject to immediate dismissal.

Section 3. It is expected that National Junior Honor Society members will maintain the highest standard of behavior. Behavior referrals resulting from any violation of school code/policy are subject to review from the Faculty Council each quarter. Members can be dismissed from the National Junior Honor Society if the Faculty Council deems that the degree or frequencies of such referrals are inappropriate to the integrity of the National Junior Honor Society.

Section 4. Violation of the law or school regulation can result in dismissal of a member. These violations include, but are not limited to, stealing, assault, 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. An offender of the school conduct code (these infractions include the use of profanity, bullying, failure to comply, unexcused absence, excessive tardiness, will receive a written warning notification. As this point, the Faculty Council, student or parent will request a conference. If the member is involved in another violation of the school conduct code, the member will be dismissed.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the school 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 3 board members, depending on nominations and election results.

Section 2. Board members shall be elected at a regular meeting of the Wauconda Middle School National Junior Honor Society Chapter. Time, methods, and procedure for the nomination will be determined at the beginning of each school year by the Chapter Advisor and Faculty Council.

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**Article IX: Board Member Duties and Responsibilities**

Section 1. The Officers and their duties are as follows:

President – The President conducts the meeting.

Vice President - The Vice President of the Board serves in the absence of the President; other duties as directed.

Secretary – The Secretary keeps the attendance for each meeting. He or she also records a summary of the meetings and attends to clerical duties.

Section 2. Members interested in running for office should complete an officer application. A parent must sign the application.

**Article X: Executive Committee**

Section 1. The executive committee shall consist of the board members of the Chapter and the Chapter Advisor.

Section 2. The executive committee shall have a general supervision of the affairs of the Chapter between its business meetings, making recommendations to the Chapter, and planning regular meetings.

Section 3. The executive committee shall have the responsibility for insuring that Chapter activities and procedures follow school policy and regulation.

**Article XI Meetings**

Section 1. The Townsend Chapter shall hold regular meetings. Meetings will meet quarterly with regard to the school calendar.

Section 2. Special meetings approved by the executive committee may be called by the Chapter Advisor.

Section 3. Chapters shall conduct meetings according to Robert’s Rules of Order in all points not expressly provided for in the by-laws.

**Article XII: Activities**

Section 1. The Chapter shall determine one or more service projects for each year.

Section 2. Each 12 week grading period, members shall individually volunteer for one service activity and record the service on the verification sheet. Verification sheets must be turned in by the end of each nine weeks to the Chapter Advisor.

Section 3. All members shall regularly participate in service project at Townsend Junior High School.

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Section 4. These projects shall have the following characteristics:

- Fulfill a need within the school or community.
- Have the support of the administration and faculty.
- Be appropriate and educationally defensible.
- Be well planned, organized, and executed.

Section 5. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interest. This is in addition to the Chapter project(s) to which all members contribute.

Section 6. Each member shall complete 15 hours of service each year, the hours must be documented and the documentation turned into the Chapter Advisor every 12 weeks. Service hours must be completed during each trimester.

Section 7. The Chapter shall publicize its projects in a positive manner.

### **Article XIII: Amendments**

These by-laws will be reviewed annually by the Chapter Members. NOTE: BY-LAWS MUST BE CONSISTENT WITH THE NATIONAL JUNIORHONOR SOCIETY CONSTITUTION AND HANDBOOK. The Faculty Council and the Principal must approve any recommended change. Upon approval of the recommended change, it will be reviewed and put to a vote by the Chapter membership. Two-thirds vote will establish a change. Sections dealing with revision to the procedures for selection, only the Faculty Council can change disciplining, and dismissal of a member, though input from the Chapter is allowed.

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