

**OFFICIAL BY-LAWS FOR CARL H. KUMPF CHAPTER**  
**OF NATIONAL JUNIOR HONOR SOCIETY**

ARTICLE I  
**NAME AND PURPOSE**

Section 1. The name of this organization shall be the CARL H. KUMPF CHAPTER of the National Junior Honor Society of Carl H. Kumpf Middle School.

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 Carl H. Kumpf Middle School.

Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary Principals (NASSP), 1904 Association Drive, Reston, VA 20191.

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 adviser, who may serve consecutive terms.

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

ARTICLE III  
**THE CHAPTER ADVISER**

Section 1. The chapter adviser 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 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 shall regularly review each member for compliance with Society standards and obligations.

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

ARTICLE IV  
FACULTY COUNCIL

Section 1. The faculty council shall consist of five faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.

Section 2. The term of the council shall be one year. Members may be appointed to consecutive terms.

Section 3. The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

Section 4. The faculty council shall meet at least once a year (generally in March) to select members and 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 student receiving a cumulative average score of at least sixteen (16) out of a possible twenty (20) points (no rounding) based on the selection rubric used by the five members of the faculty council. Selection 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 adults 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 enrolled as a member of those classes/grade levels that follow: 2nd semester 7<sup>th</sup>, and 8<sup>th</sup> grades. Students must have spent at least one full semester in the school to be eligible for NJHS membership.

Section 2. Candidates must have a cumulative scholastic weighted average of 4.0 (A) as calculated by the student management system. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3. The selection of each NJHS member to the chapter shall be by candidates receiving a cumulative average score of sixteen (16) out of twenty (20) points (no rounding) based on the scoring rubric used by the five member faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication and/or on the school website, 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 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters. The NJHS adviser will only reevaluate a student for calculation errors in compiling the average of the candidate under consideration on the faculty council scoring rubrics.

Section 6. The NJHS adviser will maintain the records and score sheets for the current selection year. Score sheets from previous years are not kept. Individual score sheets of the faculty council will not be shared with parents or the candidates, though the final cumulative scores can be shared. The sole purpose of sharing the cumulative score is for informational purposes and to provide feedback. No appeals of the scoring rubric by the faculty council committee will be considered.

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.

Section 2. Members who fall below the standards which were the basis for their selection shall be 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 and can be dismissed.

Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings. The Carl H. Kumpf Chapter members will receive one written warning from the chapter adviser. Should the member in question not heed the warning, the Council will be notified for further handling.

Section 4. 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 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 6. 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 public-relations officer.

Section 2. Officers shall be elected at a regular meeting of the CARL H. KUMPF CHAPTER through nomination and majority vote by all inducted members.

#### ARTICLE IX OFFICERS' DUTIES AND RESPONSIBILITIES

Section 1. The president shall be responsible for helping lead the group in meetings and planning for yearly service activities and fundraisers. He/she shall serve as a role model and leader for the rest of the group and shall always keep the Society's goals of scholarship, leadership, service, citizenship, and character in mind.

Section 2. The vice-president shall be responsible for assisting in running meetings and helping the president plan yearly activities. He/she must be prepared to assume more responsibility if needed. A key task for this officer will be to coordinate committees for planned projects. He/she will keep a record of such projects, its details, timelines, and list of people responsible for updates at meetings.

Section 3. The secretary shall be responsible for taking attendance, correspondence, recording meeting minutes, and miscellaneous ideas such as maintaining a school bulletin board, posting meeting reminders, etc.

Section 4. The public-relations officer shall be responsible for promoting our Chapter of the NJHS by notifying local and school publications of NJHS events. He/she will also post flyers about events in the school to raise awareness.

ARTICLE X  
EXECUTIVE COMMITTEE

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

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 for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE XI  
MEETINGS

Section 1. The Carl H. Kumpf Chapter shall meet monthly.

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

Section 3. Attendance is an important factor in keeping membership status in good standing.

ARTICLE XII  
ACTIVITIES

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

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

Section 3. Each member of the NJHS will be required to complete ten (10) individual and five (5) group service hours as part of their yearly obligation. A Service Hour Report Form must be submitted to the chapter adviser within one week of the activity. Service hours must encompass the five pillars of the National Junior Honor Society. Students should at a minimum incorporate at least three (3) pillars of the NJHS as part of their yearly service hours.

ARTICLE XIII  
AMENDMENTS

As a Faculty Council, individual members have the right to suggest additions, deletions, and adjustments for the aforementioned. The Council will consider proposed changes for the period of one week, then meet and take a vote. Majority rulings will be passed. By-laws will be reviewed on a yearly basis.

Carl H. Kumpf Middle School  
National Junior Honor Society (NJHS)

Faculty Council Selection Rubric

Student Name \_\_\_\_\_

<b>Leadership</b>	More than two leadership positions  4	At least two leadership positions  3	Has had one leadership role  2	Has no leadership experience  1
<b>Service</b>	More than three community service activities  4	At least three community service activities  3	Has participated in 1-2 community service activities  2	Has no community service experience  1
<b>Character</b>	Has no negative behavior referrals and has scored above an average of "3" on the faculty survey  4	Has no negative behavior referrals and has scored an average of "3" on the faculty survey  3	Has been written up for at least one negative behavioral referral and/ or has scored below the average of "3" on the faculty survey  2	Has multiple negative behavioral referrals and/ or has averaged below a "3" on the faculty survey  1