



**Ask not what your community can do for you, ask what you can do for your community?**



## **Middle School National Junior Honor Society Criteria:**

1. 7th and 8th-grade students are eligible to apply.
2. Scholars must be in either an accelerated or Regents level class.
3. Candidates must attend an information session during the month of October in the year of their induction.
4. Candidates must attend one writing session to get peer feedback during the Spring of the year they apply.
5. Scholars must maintain a 90% average (not 89.9%) Students must have no incomplete or pass/fail grades in any core area subjects on their report cards. (first 3 quarters of their induction year are included in the calculations.)
6. Scholars must develop, demonstrate, and document service and citizenship skills in one significant, long term community service activity of a minimum of 3 months in duration and 25 hours of service. [Volunteer NY](#) maintains a database of service opportunities. This may be achieved in a TMS club if possible.
7. Scholars must have no school suspensions in the year of their induction.
8. Scholars must develop and demonstrate leadership and character in at least one extracurricular team or club.
9. Scholars must maintain, complete, and submit a community service log (see sample [link](#)).
10. Scholars must write a reflection persuading the faculty council that they have met all of the criteria. Getting peer feedback on your essay is strongly recommended.
11. Candidates must secure and submit a community member recommendation attesting to their character using the following form. [Community Member Recommendation](#)

**Directions: Submit an essay, before the deadline, that persuades the Faculty Council to induct you into the National Junior Honor Society. It must discuss your journey to excellence in each of the five pillars of NJHS: scholarship, leadership, service, citizenship, and character. The final score is the average of two rater's scores.**

**How has this process changed you? What do you know now that you didn't know before about community service?**

Maximum score = 100 Minimum induction score = 85

Reflective Essay Rubric	85-100 Induction	0-84 Approaches induction May reapply during the next cycle
<b>Introduction</b> Score: /20	~Candidate uses an original opening that catches the reader's attention ~Candidate introduces the topic while stating a precise claim.	The claim is unclear or missing
<b>Organization</b> Score: /10	~Strategically organizes reasons and evidence logically in a minimum of 5 paragraphs. ~Includes formatting (i.e., topic sentences) that enhance the connections through sentence variety.	~Limited or no organizing of reasons or evidence ~Unclear or illogical reasoning ~Basic formatting may be missing (i.e., topic sentences)
<b>Evidence of: Scholarship, Leadership, Service, Citizenship Character.</b> Score: /30	~Thoroughly support claim with logical reasoning, engaging narrative, and relevant evidence, referencing all NJHS pillars using accurate, credible experiences that demonstrate growth and leadership	~Fails to develop and/or support the claim
<b>Transitions</b> Score: /10	~ Skillfully uses a variety of transitions to connect and show the relationships between ideas and concepts	~Lacks appropriate transitions
<b>Conclusion</b> Score: /20	~Provides a meaningful and reflective conclusion that supports the argument presented by rewording the thesis. Describes future plans to move the cohort forward.  ~The closing statement returns attention to the introduction, wraps up the essay successfully (e.g. lessons learned...)	~Main ideas are not stated ~Essay ends abruptly
<b>Conventions:</b> Score: /10	~Purposefully uses a variety of sentence structures/starters ~Demonstrates grade appropriate conventions with minimal errors ~Utilizes precise and sophisticated word choice. ~Use active verbs purposefully	~Does not demonstrate sentence mastery ~Demonstrates a limited understanding of grade-level-appropriate conventions and errors interfere with the meaning ~Utilizes incorrect and/or simplistic word choice

[Sample Community Service Log](#)

Create your own form.



**Bylaws of the Tuckahoe Middle School  
Chapter of the National Junior Honor Society  
Adopted: September 25, 2019**

**ARTICLE I: NAME**

The name of this Chapter of the National Junior Honor Society is the Tuckahoe Middle School NJHS.

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to encourage growth and development in the five pillars of NJHS: **Scholarship, Leadership, Service, Citizenship, and Character.**

**ARTICLE III: POWERS**

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See [www.njhs.us/constitutions](http://www.njhs.us/constitutions). In addition, this chapter will maintain an active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, of New York by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school Principal. All decisions will be made in consultation with the Chapter Adviser.

Section 5: Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**ARTICLE IV: MEMBERSHIP**

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the Faculty Council and shall be based on students meeting the established criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs. Honorary members can be nominated by the Principal or the Adviser. The nomination must be approved by the majority of the current membership.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be in the third quarter of the seventh or eighth-grade class and enrolled in either an accelerated or Regents level class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Tuckahoe Middle School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 90% in all subjects Those with an average of 89.9 do not qualify.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their submission of a reflective essay describing service, leadership, character, and citizenship. Scholars must also complete a community service log documenting a minimum of 25 hours of community service in the same activity for a period of three months.
- e. Candidates must attend an information meeting in the fall of the year of their candidacy. This meeting will be run by the Principal, the Adviser, and current members.
- F Candidates must attend a writing session to get feedback on their reflections in May.

## ARTICLE V: SELECTION OF MEMBERS

Section 1. Candidates shall be inducted if they meet the criteria for eligibility. The faculty council which consists of a minimum of five faculty members appointed by the principal will determine if the criteria have been met. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the month of June at a special ceremony.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic and discipline records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit a reflective essay for further consideration. They will be provided with a rubric for this essay.
- c. The faculty council shall be requested to evaluate candidates determined to be scholastically eligible by scoring the candidates' reflective essays according to the rubric. Each reflection will be read anonymously by two members of the faculty council the final score is the average of these two ratings.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

The decision of the faculty council is final. Students may request to review scored essays for feedback and growth. Students deemed ineligible are welcome to reapply during the next induction cycle. They may request a feedback session with the Principal.

Section 4. Candidates become members when they are inducted at a special ceremony organized by the NJHS advisers during the month of June.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her 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/her membership.

#### ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear 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 VII: OFFICERS

Section 1. The officers of the chapter can be president, vice president, secretary, and treasurer. The chapter will decide if officers are needed.

Section 2. Student officers can be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. 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.

Section 4. It shall be the duty of the president to preside at the meetings of the Chapter and serve as the official representative of the chapter at school and community functions.

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 and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep records of business expenses, dues, and all other financial transactions of the chapter. This shall be done in consultation with the Principal.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and 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 VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be determined by the Chapter adviser. Special meetings can be called by a member with the approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

#### ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. They may work in collaboration with other student leadership organizations.

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

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

#### ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Tuckahoe Middle School Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was inducted given a warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). 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 or in the community.

Section 4. Offenders of the school conduct code (such as the use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, 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 presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterward according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered 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 XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

#### ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members for at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on [Insert date]: (Indicate date of last approved revisions)

**Signatures**/Names of the Chapter Members, Adviser, and Principal.