



Franklin Academy -  
Sunrise  
Handbook

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NATIONAL JUNIOR HONOR SOCIETY  
FRANKLIN ACADEMY - SUNRISE  
CHAPTER BY-LAWS

ADOPTED: OCTOBER 2018

**ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Franklin Academy - Sunrise (FAS) Chapter of the National Junior Honor Society (NJHS) located in Sunrise, FL 33351.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service within our community, to promote worthy leadership, and to encourage the development of character and leadership in the students of FAS.

**ARTICLE II: ELIGIBILITY**

Section 1. Candidates eligible for selection to the FAS NJHS chapter must be at least a second-semester **6th grader**, or a members of the **7<sup>th</sup> grade** in good academic standing.

Section 2. To be eligible for selection of membership into the chapter, the candidate must have been in attendance for a period of at least one semester at FAS.

Section 3. Candidates eligible for selection into the chapter must have a minimum cumulative grade point average (GPA) of 3.25 out of a 4.0 non-weighted GPA scale. This scholastic level of achievement shall remain fixed, and shall be the required GPA for admission to candidacy into the chapter. All students who can rise in scholarship to or above such standard may be considered for candidacy selection to membership into the FAS NJHS chapter.

Section 4. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered to become members based on their service, leadership, character, and citizenship.

**ARTICLE III: SELECTION OF MEMEBRS**

Section 1. The selection of members into the FAS NJHS chapter shall be by a majority vote of the Faculty Council after the following has occurred:

- a. Students' academic records have be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically become "candidates" and will be notified and asked to complete and submit the 'Prospective Packet', as well as 3 (three) teacher recommendations for further consideration for selection into the organization.

- c. The faculty and staff of FAS shall be requested to evaluate random candidates determined to be eligible using official recommendation forms provided by the chapter Adviser(s).
- d. The Faculty Council shall review completed 'Prospective Packets' and faculty recommendation forms in order to determine membership.

Section 3. The selection of new members shall be held once a year, only after the third marking period of the school year, situations permitting.

Section 4. Candidates become active members of the chapter when inducted at the FAS NJHS yearly Spring Ceremony.

## **ARTICLE IV: MEMBERSHIP**

Section 1. Membership in the FAS NJHS chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in the FAS chapter shall be known as active, honorary, and graduate.

- a. Active members become graduate members after 8<sup>th</sup> grade graduation ceremonies from FAS and all dues have been paid in full. Graduate members can attend chapter meetings and events but have no vote in chapter affairs.
- b. Honorary membership can be bestowed to any individual by the Executive Committee unanimously voting on that individual, and/or a 3/4 majority vote of all non-graduate chapter members. Honorary members can attend chapter meetings and events but have no vote in chapter affairs.

Section 3. Members of the chapter shall maintain an academic standing of at least a 3.3 cumulative G.P.A throughout the school year, take an active role in service, citizenship, and leadership within their community during the calendar year, while simultaneously displaying exceptional character on a daily basis.

## **ARTICLE V: DISCIPLINE and DISMISSAL**

Section 1. The hierarchy of disciplinary consequences when a member is found in violation of the NJHS standards, purpose, and procedures shall be as follows: 1) Restriction, 2) Probation, 3) Suspension, and 4) Dismissal.

- a. Restriction includes, but is not limited to: attending meetings and special events, participation in chapter projects, joining committees, and going on chapter field trips.
- b. Probation includes, but is not limited to: earning volunteer hours at school, attending meetings and special events, going on field trips, and chapter membership privileges.
- c. Suspension includes, but is not limited to: attending special events, going on field trips, and forfeiture of chapter membership and its privileges.

- d. Dismissal includes forfeiture of chapter membership.

Section 2. Any FAS NJHS member who falls below the standards of scholarship, leadership, service, citizenship, character, or any by-laws of this chapter during the calendar year may be disciplined. The Advisor must inform the Faculty Council of any discrepancies of these standards, when alleged and/or committed, by any member. The Advisor *must* inform that member that they have been placed under review while the Faculty Council decides if discipline is warranted. If discipline *is* warranted, the Faculty Council must inform the student and their parent(s) of the consequence(s) they have earned with a letter explaining the review, its findings, and the Faculty Council's assessment and, if warranted, consequence(s) decided upon. This letter must be signed by both member and parent(s), and then returned to the Chapter Adviser.

Section 3. If, during the school year, a member's cumulative grade point average falls below the required 3.3 cumulative G.P.A., they will be given a written warning, placed on probation, and allowed a time period for academic improvement. If the cumulative G.P.A. remains below the standard at the end of the probationary period, the student will be subject to further disciplinary action by the Faculty Council, which may include suspension and or even dismissal from the chapter.

Section 4. Offenders of the school conduct code (such as cheating, the use of profanity, lying, failure to comply, skipping classes, earning detentions, excessive tardiness and/or absences, etc.) will receive a written warning and be placed on, including but not limited to, restriction and/or probation. 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 during their restriction, probationary period, or suspension, the member may be subject to dismissal from the chapter.

Section 5. Violations of the law can result in the immediate dismissal of a member. These violations include but are not limited to: criminal mischief, stealing, disturbing the peace, vandalism, truancy, or possession, selling, or being under the influence of any illegal drugs or alcohol.

Section 6. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing must still be held.
- b. The member has the right to respond to all charges against them at a hearing to be held before the Faculty Council prior to any vote regarding dismissal.
- c. The member will be given an opportunity to present their defense in person or via a written statement presented in lieu of attending the hearing.

- d. Following the hearing, the Faculty Council will then vote on whether to dismiss the member.
- e. A majority vote of the Faculty Council is needed to dismiss any member from the organization.
- f. 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 paraphernalia to the Chapter Adviser.

Section 7. Chapter officers, as representatives of the FAS chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

## **ARTICLE VI: CHAPTER OFFICERS and their DUTIES**

Section 1. The hierarchy of officers in FAS chapter of NJHS shall be 1) President, 2) Vice-President, 3) Treasurer, 4) Recording Secretary, 5) Corresponding Secretary, and 6) Parliamentarian.

Section 2. Student officers for upcoming school years shall be elected at the 2<sup>nd</sup> to last meeting of each school year. All active and new chapter members who are returning to FAS in the fall are eligible to run for an office. All members in good standing are eligible to vote for all candidates running for an office.

Section 3. A majority vote shall be necessary to elect any member to an office 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. The President is the presiding officer at all chapter meetings and events. They develop the agenda for all meetings, know the procedures of Robert's Rules of Conduct, and lead all meetings. The President is the deciding vote when there is a tie and announces new business to the members of the chapter. They will act as a liaison for any information that needs to be communicated between the chapter and the principal and they conduct themselves with academic integrity and exemplary conduct at all times.

Section 5. The Vice-President shall preside over the chapter in the absence of the President. The Vice-President must be familiar with all the responsibilities of the President and must be ready to preside when called on. The Vice-President must preside for the President at meetings when: the President is absent, the President wants to debate, or a personal motion about the President is made. The Vice-President must carry out the duties of the President if the office becomes unoccupied. They conduct themselves with academic integrity and exemplary conduct at all times.

Section 6. The Treasurer shall keep a record of all chapter expenses, dues, year-end reports, and all other financial transactions of the chapter. The Treasurer is the official trustee of the money,

all financial accounts, and must be able to explain the budget (and any discrepancies) to members when requested. They must properly receive and disburse monies, keep an accurate record of all money received and disbursed, and issue a receipt for all monies received. The Treasurer must prepare a monthly report for the 1<sup>st</sup> scheduled meeting of every month, prepare an annual report (which can be audited) to be completed and submitted before June 1<sup>st</sup>, keep all receipts, and collect yearly dues. They conduct themselves with academic integrity and exemplary conduct at all times.

- a. The Treasurer's office is the only office that can be immediately forfeited. If there are any discrepancies with the finances following an audit, the Treasurer must resign their position immediately. Full restitution of any and all monies will be sought.
- b. In lieu of a forfeiture of the Treasurer's office, the Faculty Council may seek disciplinary, as well as legal, actions upon a member as deemed appropriate.

Section 7. The Recording Secretary shall preside over the chapter in the absence of the President *and* the Vice-President. They maintain all the records of the chapter and help develop the agenda for all meetings with the President. They must maintain accurate records (minutes) of all meetings of the chapter and file all records of meetings, meeting attendance, and committee reports. The Recording Secretary is responsible for keeping the minutes of each meeting, submitting them to the adviser, and having a copy of them available for members, if requested. They are responsible for ensuring all NJHS info is announced during morning announcements in a timely fashion and they conduct themselves with academic integrity and exemplary conduct at all times.

Section 8. The Corresponding Secretary shall preside over the chapter in the absence of the President, Vice-President, *and* the Recording Secretary. They maintain all the correspondence of the chapter and help develop the agenda for all meetings with the President. They must process and distribute the meeting agenda to all members at meetings. The Corresponding Secretary must have the chapter by-laws, the most current membership list, and a copy of the agenda available at every meeting. The Corresponding Secretary oversees the creation of posters and distribution of literature for all NJHS functions, fundraisers, and activities and will create press releases and news bulletins for NJHS functions, fundraisers, and activities. They conduct themselves with academic integrity and exemplary conduct at all times.

Section 9. The Parliamentarian shall preside over the chapter in the absence of the President, Vice-President, Recording Secretary, *and* Corresponding Secretary. The Parliamentarian is an expert in Robert's Rules of Conduct and parliamentary procedure who should sit next to the presiding officer during all meetings. The Parliamentarian can openly speak to chapter members during meetings when maintaining order and enforcing parliamentary procedure. The Parliamentarian must inform the President of errors in parliamentary procedure if they affect the basic rights of members. They conduct themselves with academic integrity and exemplary conduct at all times.

## **ARTICLE VII: EXECUTIVE COMMITTEE/OFFICERS**

Section 1. The Executive Committee is made up of the chapter officers and shall have general charge of all chapter meetings. Any action by the executive committee is subject to the review of the FAS chapter members by a majority 3/4 vote.

Section 2. The Executive Committee shall meet independently, at least, but not limited to, twice a month to discuss and update any business, projects, or committees.

## **ARTICLE VIII: MEETINGS**

Section 1. All FAS chapter members shall attend **all** scheduled chapter meetings at their **designated times**.

Section 2. If a member accumulates more than three (3) unexcused absences - in regards to attending meetings - in a marking period, that member shall be subject to disciplinary action by the Faculty Council.

Section 3. FAS NJHS chapter shall conduct its meetings according to Robert's Rules of parliamentary procedure.

- a. All members shall remain in order during all meetings. If a member is out of order more than 3 times during the course of a meeting, the Parliamentarian reserves the right to excuse that member from the meeting.
- b. If a member is excused from 3 meetings for being out of order during the course of a marking period, the member will be given a written warning and placed on probation.

## **ARTICLE IX: PROJECTS and VOLUNTEER HOURS**

Section 1. The chapter shall determine at least two (2) service projects for the school year.

Section 2. All members shall participate in at least one (1) chapter service project during the school year.

Section 3. All members shall complete a *minimum* of 15 hours of community service hours for the school year, to be completed no later than May 1<sup>st</sup> of the current school year.

Section 4. These projects shall display the following characteristics: fulfill a need within the school or community, have the support of the administration and faculty, be appropriate and educationally defensible, and well-planned, organized, and executed.



Section 5. All members 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(s).

Section 6. The chapter shall publicize its projects and events in a positive manner.

## **ARTICLE X: DUES and OTHER FEES**

Section 1. Annual dues for members of FAS chapter of NJHS shall be fifteen U.S. dollars (\$15) to be paid every school year of membership in the chapter.

Section 2. Dues will be collected by the chapter Treasurer and/or chapter Adviser and should be paid no later than 2 weeks after the 1<sup>st</sup> meeting of the school year.

Section 3. An induction fee of \$20 will be assessed to all new inductees for national pin and chapter tee shirt.

## **ARTICLE XI: GRADUATING WITH EXCEPTIONAL ACADEMIC STANDING**

Section 1. All graduating, active FAS chapter members who are in exceptional academic standing shall be recognized at the graduation ceremony, as well as being recognized in the FAS handbook.

- a. Exceptional academic standing is a cumulative grade point average equal to or higher than a 3.8 out of a 4.0 non-weighted grade point average.

## **ARTICLE XII: AMENDMENTS**

Section 1. These by-laws may be amended by a 3/4 vote of the chapter, provided notice of the proposed amendment has been given to members 1 meeting prior to the vote. The exceptions being Articles III, IV, and V, which are exclusively developed by the Faculty Council with the approval of the Principal.

Section 2. Any amendments must be consistent with the National Constitution of the NJHS.

**Date** – November 1, 2018

**Signatures:**

**Principal** – Mr. Delgado

**Assistant Principals** – Mrs. Dillman, Mrs. Nadal

**Director of Operations** – Mrs. Ockman

**Adviser** – Mr. Council

**Faculty Council** – Ms. Galan, Mr. Herrera, Mrs. Mahler, Ms. Ojeda, Mr. Singh

Statement of non-discrimination: The FAS 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, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

## **NJHS FAS 2018-2019 Faculty Council**

Ms. Galan

Mr. Herrera

Mrs. Mahler

Ms. Ojeda

Mr. Singh

## **NJHS FAS 2018-2019 Adviser**

Mr. Council

## **NJHS FAS 2018-2019 Executive Committee**

President: Faith Folkes

Vice-President: Kyala Augustin

Treasurer: Amelia Hanson

Recording Secretary: Victoria Falcon

Corresponding Secretary: Shaylin Ortiz

Parliamentarian: Angelina Martell