



ΑΓ

Handbook

Table of Contents

pg. 1.....NJHS & Obligations of Membership
pgs. 2 – 6NJHS National Constitution
pgs. 7 - 14.....Chapter By-Laws
pg. 15Faculty Council, Advisers, Executive Committee

Appendix

I – II.....Robert’s Rules of Order for Meetings
III – VII.....Project Planning, Reporting, & Evaluation Forms
VIII – IX..... Volunteer Logs
X.....NJHS Regional Locator Map

NATIONAL JUNIOR HONOR SOCIETY ΑΓ CHAPTER BY-LAWS

ADOPTED: OCTOBER, 2018

ARTICLE I: NAME & PURPOSE

Section 1. The name of this chapter shall be the Alpha Gamma (ΑΓ) chapter of the National Junior Honor Society (NJHS) located at Franklin Academy in Sunrise, FL.

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, & to encourage the development of character & leadership in the students of Franklin Academy at Sunrise (FAS).

ARTICLE II: ELIGIBILITY

Section 1. Candidates eligible for selection to the ΑΓ NJHS chapter must be at least a 2nd semester **6th grader**, or a member of the **7th grade**, in good academic standing.

Section 2. To be eligible for selection of membership into the ΑΓ chapter, the candidate must have been in attendance for a period of at least 1 (one) semester at FAS.

Section 3. Candidates eligible for selection into the ΑΓ chapter must be in good academic standing; having a minimum cumulative grade point average (GPA) of 3.5 out of a 4.0 un-weighted scale. This scholastic level of achievement shall remain fixed, & shall be the required GPA for admission into the chapter. All students who can rise in scholarship to, or above, such standard, will be considered for selection into the ΑΓ chapter.

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

ARTICLE III: SELECTION OF MEMBERS

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

- a.** Students' academic records have been reviewed to determine scholastic eligibility.
- b.** Students who are eligible scholastically become "candidates" and are notified, then complete & submit an 'Application Packet', which consists of an application, an essay, & 3 (three) teacher recommendations.
- c.** The faculty & staff of FAS has evaluated the candidates determined to be eligible, by using official recommendation forms provided by the Chapter Advisors.
- d.** All Faculty Council members have reviewed candidates' 'Application Packets' for completion & faculty recommendation forms in order to vote on 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 AΓ NJHS yearly Spring Ceremony, situations permitting.

ARTICLE IV: MEMBERSHIP

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

Section 2. Membership in the AΓ chapter shall be known as active, inactive, honorary, & graduate.

- a. Active members, or members in good standing, are members who have fully paid their dues, members who are not on restriction, probation, or suspension, & members who have attended at least 3/4 of chapter meetings.
- b. Inactive members are members who have not paid their dues, members who have been placed on restriction, probation, or suspension by the Faculty Council, or members who have not attended the required amount of meetings.
- c. Graduate members are 8th grade, active members who have matriculated to high school. Graduate members can attend all chapter meetings & events as a representative of the organization, but have no vote in chapter affairs.
- d. Honorary membership can be bestowed to any individual by either the Executive Committee, a 3/4 majority vote of all active & graduate chapter members. Honorary members can attend chapter meetings & events as a representative of the organization, but have no vote in chapter affairs.

Section 3. All members of the chapter must maintain an academic standing of at least a 3.3 unweighted, cumulative G.P.A. throughout the school year, at least a 3.0 unweighted G.P.A. every quarter 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 or be subjected to consequences.

ARTICLE V: DISCIPLINE & 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, & 4) Dismissal.

- a. Restriction includes, but is not limited to: voting at chapter meetings, participation in chapter projects, joining committees, & going on chapter field trips.

- b. Probation includes, but is not limited to: earning volunteer hours at school, attending meetings & special events, going on field trips, & chapter membership privileges.
- c. Suspension includes, but is not limited to: attending special events, going on field trips, & forfeiture of chapter membership & its privileges.
- d. Dismissal includes forfeiture of chapter membership.

Section 2. Any AF 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 Chapter Advisor(s) *must* inform the Faculty Council of any discrepancies of these standards, when alleged and/or committed, by any member. The Chapter Advisor(s) *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 & their parent(s) of the consequence(s) they have earned with a letter explaining the review, its findings, & the Faculty Council's assessment &, if warranted, consequence(s) decided upon. This letter must be signed by member & parent(s)/guardian(s), & then returned to the Chapter Advisor(s).

Section 3. If, during the school year, a member's cumulative G.P.A. falls below the required 3.3, they will be given a written warning, placed on probation, & 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, or even dismissal from the chapter.

Section 4. Offenders of the school conduct code (such as disrespect, the use of profanity, lying, failure to comply, skipping classes, earning excessive detentions, repetitive tardiness and/or unexcused absences from school, etc.) will be placed on, including but not limited to, restriction &/or probation. A hearing may be requested by the Faculty Council. If the member is involved in another violation of the school conduct code during their restriction or probationary period, the member may be subject to suspension or dismissal from the chapter.

Section 5. Any situations, cases, violations, or consequences handed down, in regards to the Franklin Academy Academic Honest Policy, will result in the *immediate* dismissal from the organization of all parties involved. **This is a Zero Tolerance Policy.**

Section 6. Violations of the law will 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 7. In all cases of pending probation, suspension, &/or dismissal:

- a. The member will receive written notification indicating the reason for the disciplinary action(s) from the Faculty Council. All parties will then discuss the written notification in a hearing. 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 any disciplinary action.
- 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, &/or how, to consequence 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, & then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender all membership paraphernalia to the Chapter Advisor(s).

Section 8. Chapter officers, as representatives of the ΑΓ chapter, can be removed from their positions as a consequence of disciplinary action(s), set forth by the Faculty Council.

ARTICLE VI: CHAPTER OFFICERS & THEIR DUTIES

Section 1. The hierarchy of officers in the ΑΓ chapter shall be: 1) President, 2) Vice-President, 3) Treasurer, 4) Secretary, 5) Parliamentarian, & 6) Historian.

Section 2. Only active members, who have never been put on probation, never been suspended, & have held active membership for at least 1 semester at FAS, are eligible to run for an officer position.

Section 3. Student officers for upcoming school years shall be elected at the 2nd to last meeting of each school year. Any active member is eligible to vote for any candidate running for an office.

Section 4. A majority vote shall be necessary to elect any member to an office of the ΑΓ 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 5. The President is the presiding officer at all chapter meetings & events. They develop the agenda for all chapter meetings, know the procedures of Robert's Rules of Conduct, & lead all chapter meetings. The President is the deciding vote when there is a tie & announces new business to the members of the chapter. They act as a liaison for any information that needs to be communicated between the chapter & the principal, & they conduct themselves with academic integrity & exemplary conduct at all times.

Section 6. 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 & 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 ever becomes unoccupied. They conduct themselves with academic integrity & exemplary conduct at all times.

Section 7. The Treasurer shall keep a record of all chapter expenses, dues, year-end reports, & all other financial transactions of the chapter. The Treasurer is the official trustee of the money & financial accounts, & must be able to explain the budget (& any discrepancies, if they occur) to members when requested. They must properly receive & disburse monies, keep an accurate record of all money received & disbursed, & issue a receipt for **all** monies received. The Treasurer must prepare a monthly report for the 1st scheduled meeting of every month, prepare an annual report (which can be audited) to be completed & submitted before June 1st, keep all receipts, & assist in collecting yearly dues. They conduct themselves with academic integrity & 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 & 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 the member as deemed appropriate.

Section 8. The Secretary shall preside over the chapter in the absence of the President ***and*** the Vice-President. They maintain all the records and official correspondence of the chapter & help develop the agenda for all meetings with the President. They must maintain accurate records (minutes) of all meetings of the chapter & file all records of meetings, meeting attendance, & committee reports. The Secretary is responsible for keeping the minutes of each meeting, submitting them to the adviser, & 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. They must process the meeting agenda for all members at chapter meetings. The Secretary must have the chapter by-laws, the most current membership list, & a copy of the agenda available at every meeting. The Secretary oversees the creation of posters & distribution of literature for all NJHS functions, fundraisers, & activities, & will create press releases & news bulletins for all NJHS functions, fundraisers, & activities. They conduct themselves with academic integrity & exemplary conduct at all times.

Section 9. The Parliamentarian shall preside over the chapter in the absence of the President, Vice-President, ***and*** the Secretary. The Parliamentarian is an expert in Robert's Rules of Conduct & 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 & 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 & exemplary conduct at all times.

Section 10. The Historian shall preside over the chapter in the absence of the President, Vice-President, Secretary, *and* Parliamentarian. The Historian keeps accurate records of all chapter events, past *and* present, & also documents & summarizes the projects & events of the chapter, which can include any honors, fund raising goals, celebrations, inductions, or miscellaneous news deemed relevant to the chapter. The Historian is responsible for updating the information in the chapter handbook, information on new members - their names and email addresses, any honorary members, & all graduate members. They conduct themselves with academic integrity & exemplary conduct at all times.

ARTICLE VII: EXECUTIVE COMMITTEE/CHAPTER OFFICERS

Section 1. The Executive Committee is made up of the chapter officers & shall have general charge of all chapter meetings. Any action by the Executive Committee is subject to the review of the ΑΓ 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 & update any chapter business, projects, or committees.

ARTICLE VIII: MEETINGS

Section 1. All ΑΓ 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. The ΑΓ 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 placed on probation.

ARTICLE IX: PROJECTS & VOLUNTEER HOURS

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

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

Section 3. All ΑΓ members shall complete a *minimum* of 25 hours of community service hours for the school year, to be completed no later than May 1st 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 & educationally defensible, & well-planned, organized, and executed.

Section 5. All ΑΓ members have the responsibility for choosing & participating in an individual service project which reflects his or her particular talents & interests, & as approved by the chapter adviser(s).

Section 6. The ΑΓ chapter shall publicize its projects & events in a positive & encouraging manner.

ARTICLE X: DUES & OTHER FEES

Section 1. Annual dues for members of the ΑΓ chapter shall be ten U.S. dollars (\$10.00) to be paid every school year of membership in the chapter. These dues are to be paid no later than the 2nd meeting of the school year.

Section 2. An induction fee of twenty-five U.S. dollars (\$25.00) is assessed to all new inductees for their membership card & pin, chapter tee shirt, & chapter handbook. This fee is to be paid by the Spring Ceremony, unless otherwise stated.

Section 3. In the event of a member being dismissed from the organization, that member will be required to return *all* chapter paraphernalia (membership card & pin, chapter tee shirt, & chapter handbook) with *no refunds*.

ARTICLE XI: GRADUATE MEMBERS & EXCEPTIONAL ACADEMIC STANDING

Section 1. All graduate members will be commemorated in the appendix of the chapter handbook.

Section 2. All graduate members who are in exceptional academic standing shall be recognized at either the Spring Ceremony or at graduation.

- a. Exceptional academic standing is a cumulative G.P.A equal to or higher than a 3.75 out of a 4.0, un-weighted scale.

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. The exceptions being Articles II, III, IV, V, and X, 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 – December 8, 2020

Signatures:

Principal – Mr. Delgado

Assistant Principals – Mrs. Dillman, Mr. Turano

Director of Operations – Mrs. Ockman

Advisors – Mr. Council, Ms. Simmonds

Faculty Council – Ms. Kazimi, Ms. Mahler, Ms. Nichols, Ms. Rumin, Mr. Simmons

Statement of non-discrimination: The AΓ chapter of the NJHS maintains policies & 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, & disability. This policy of non-discrimination applies to all practices, including the chapter administration & the selection, discipline, & dismissal of all its members.

NJHS AΓ 2020-2021 Faculty Council

Ms. Kazimi

Ms. Mahler

Ms. Nichols

Ms. Rumin

Mr. Simmons

NJHS AG 2020-2021 Advisors

Mr. Council

Ms. Simmonds

NJHS AG 2020-2021 Executive Committee

President: Paula Salvador

Vice-President: Daniel Hibbert

Treasurer: Michaela Vincent

Secretary: Rachel DaSilva

Parliamentarian: Veronica Alvarez

Historian: Sade Watson