

The National Junior Honor Society is a program of NASSP, the leading organization of and national voice for middle level and high school principals, assistant principals, and all school leaders from across the United States and more than 80 countries around the world. The association, located in Reston, VA, provides research-based professional development, resources, and networking and advocacy opportunities to build the capacity of middle level and high school leaders to continually improve student performance.

Reflecting its long-standing commitment to student leadership development, NASSP administers the National Honor Society (NHS), National Junior Honor Society (NJHS), National Elementary Honor Society (NEHS), and the National Association of Student Councils (NASC). The NASSP Board of Directors is responsible for the operational control of NJHS at the national level.

The national staff of NASSP serves students, activity advisers, and administrators in schools nationwide and internationally. Three resources govern the operation of chapters, members, and their activities: The NJHS National Constitution, this NJHS Handbook, and local chapter bylaws.

## **NJHS CONSTITUTION**

All chapters must adopt and follow the NJHS National Constitution. This obligation is outlined in the chartering agreement signed by the founding principal of every chapter, and assumed by subsequent principals who maintain the chapter's affiliation with the national office. The constitution of the National Junior Honor Society is the primary governing document for all chapters. It has been approved by and can be amended only by recommendation of the national office staff and a vote of the NASSP Board of Directors.

All policies and procedures for NJHS chapters are based on the provisions of the NJHS National Constitution and this handbook. The following version of the NJHS Constitution was approved for all chapters on November 11, 2023 by the NASSP Board of Directors.

## **NJHS National Constitution**

### **ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this organization shall be the National Junior Honor Society (NJHS).

**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 good citizenship in the students of secondary schools.

**Section 3.** NJHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c) (3) not-for-profit association.

### **ARTICLE II: THE NATIONAL OFFICE**

**Section 1.** The control of this organization shall be vested in the NASSP Board of Directors.

**Section 2.** The daily administration of the Honor Societies and the interpretation and application of Honor Society policies shall be the responsibility of NASSP staff.

**Section 3.** The policies found in this constitution and in the NJHS Handbook are the national governing documents to which all chapters must adhere.

### **ARTICLE III: STATE ASSOCIATIONS**

**Section 1.** Local chapters may choose to organize state associations.

**Section 2.** Any state association of National Junior Honor Society chapters shall conform to this constitution and shall work with NASSP in furthering the purposes of this organization.

**Section 3.** All state associations shall be affiliated with the National Junior Honor Society and shall be subject to the approval of the chapter membership.

**Section 4.** Bylaws of the state associations must be approved by NASSP and must be consistent with the NJHS Constitution and national policies.

## ARTICLE IV: LOCAL CHAPTERS

**Section 1.** Any secondary U.S. public school is eligible to establish a new chapter.

**Section 2.** Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a charter.

**Section 3.** Each school shall have its own chapter except in cases where a school's size precludes the formation of a full faculty council. In such cases, a chapter can be shared between member schools as long as other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society).

**Section 4.** Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

**Section 5.** The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed \$20 inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

**Section 6.** Duly chartered local chapters shall conform to this constitution and NJHS Handbook as set forth by the NASSP Board of Directors. Failure to do so may result in the revocation of the charter by NASSP.

## ARTICLE V: 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 member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.

**Section 3.** The principal shall annually appoint a faculty council composed of five (5) members of the school's faculty who may serve consecutive terms.

**Section 4.** The principal shall receive appeals in cases of nonselection of candidates, and the disciplining or dismissal of members.

## ARTICLE VI: THE CHAPTER ADVISER

**Section 1.** The chapter adviser shall be a member of the faculty, appointed annually by the principal and may serve consecutive terms.

**Section 2.** The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community.

**Section 3.** The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall complete the annual survey and submit it to the national office.

**Section 4.** The chapter adviser shall regularly review each member for compliance with Honor Society standards and obligations.

**Section 5.** The chapter adviser shall help the chapter officers understand and carry out their duties.

**Section 6.** The chapter adviser shall be an ex officio, nonvoting, sixth member of the faculty council and shall facilitate all meetings of the council.

## ARTICLE VII: THE FACULTY COUNCIL

**Section 1.** The faculty council shall consist of five (5) voting faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, sixth member of the faculty. No principal or assistant principal may be included on the faculty council.

**Section 2.** No principal or assistant principal shall be present during meetings of the faculty council where deliberations and/or voting for selection or dismissal are taking place. No principal or assistant principal may be present during due process hearings.

**Section 3.** The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

**Section 4.** The faculty council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions, and warning cases.

**Section 5.** The faculty council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this constitution and NJHS policies.

## ARTICLE VIII: MEMBERSHIP

**Section 1.** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, service, leadership, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Section 2.** Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Honorary and alumni members shall have no voice or vote in chapter affairs.

**Section 3.** The faculty council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. The faculty council might also award honorary membership to school officials, principals, teachers, NJHS advisers, or other adults. Honorary membership grants recognition without the obligations and full privileges associated with active member status.

**Section 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** Members who are in good standing are eligible to apply and compete in the National Junior Honor Society Outstanding Achievement Awards program.

**Section 6.** An NJHS member who transfers to another school and brings a letter from the 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 7.** Members who resign or are dismissed are never again eligible for membership or its benefits.

## ARTICLE IX: SELECTION OF MEMBERS

**Section 1.** To be eligible for membership the candidate must be a member of those classes (second semester sixth grade, seventh grade, eighth grade, or ninth grade) designated as eligible in the chapter bylaws. (Ninth graders in a 9–12 school may not be inducted into either NJHS or NHS, nor can that school operate a chapter of NJHS as per these policies and those of the National Honor Society.) Candidates must have been in attendance at the school the equivalent of one semester.

**Section 2.** The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85%, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

**Section 3.** The selection of each member to the chapter shall be by a majority vote of the faculty council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the faculty council's deliberations.

**Section 4.** A description of the selection procedure shall be published in an official school publication that is widely and regularly 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 NJHS.

**Section 5.** NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## ARTICLE X: DISCIPLINE AND DISMISSAL

**Section 1.** The faculty council, in compliance with the rules and regulations of the National Junior Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

**Section 3.** The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4.** In all cases of pending dismissal, a member shall have a right to a hearing before the faculty council. (Note: This hearing is required and is considered "due process" for all members.)

**Section 5.** For purposes of dismissal, a majority vote of the faculty council is required.

**Section 6.** A member who has been dismissed may appeal the decision of the faculty council to the principal and thereafter bound by the same rules for disciplinary appeals in the school district.

**Section 7.** NASSP shall hear no appeals in dismissal cases.

## **ARTICLE XI: CHAPTER OFFICERS**

**Section 1.** The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the faculty council and the principal, and described in the chapter bylaws.

**Section 2.** New officers shall be installed at a special ceremony.

## **ARTICLE XII: 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 bylaws. 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 XIII: MEETINGS**

**Section 1.** Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

**Section 2.** The regularity of the meetings (e.g., weekly, monthly, bimonthly) shall be designated in the chapter bylaws.

**Section 3.** The chapter president or other designated student leader may call special meetings approved by the executive committee.

**Section 4.** Chapters shall conduct meetings according to Robert's Rules of Order in all points not expressly provided for in this constitution or the chapter bylaws.

## **ARTICLE XIV: ACTIVITIES**

**Section 1.** Each chapter shall determine one or more service projects for each year.

**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; be well planned, organized, and executed.

**Section 4.** Each member shall have the responsibility for choosing and participating in an individual service project that reflects their particular talents and interests. This is in addition to the chapter projects to which all members contribute.

**Section 5.** Each chapter shall publicize its projects in a positive manner.

## **ARTICLE XV: OFFICIAL INSIGNIA**

**Section 1.** This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

**Section 2.** Each active, honorary, or alumni member in good standing with the chapter shall be entitled to wear this emblem.

**Section 3.** Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

**Section 4.** All insignia must be procured from the national office of the National Junior Honor Society, 1904 Association Drive, Reston, VA 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NJHS national office. (See Logo Usage Guidelines at [NJHS.us/logo](http://NJHS.us/logo).)

**Section 5.** The motto of the National Junior Honor Society shall be "Light is the Symbol of Truth."

**Section 6.** The official colors of the National Junior Honor Society shall be blue and white.

**Section 7.** An alumni member may purchase a replacement for a lost emblem by verifying membership to the national office.

## **ARTICLE XVI: CHAPTER BYLAWS**

**Section 1.** Each chapter shall write bylaws to amplify sections of this constitution and the NJHS Handbook, and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with this constitution and the policies of this NJHS Handbook.

**Section 2.** The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

## **ARTICLE XVII: AMENDMENTS**

This constitution may be amended by the NASSP Board of Directors based on the recommendations of NASSP staff.

## **NJHS Constitution Notes**

**Article VIII, Section 5:** Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

**Article IX, Section 1:** Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians who have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation from the previous school, the faculty council may waive the semester regulation.

**Article IX, Section 2:** Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures.

**Article X, Section 1:** To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

**Article XII, Section 3:** This section is generally viewed to include chapter activities except those with regard to the selection, discipline, and dismissal of members which are the sole domain of the chapter's faculty council per the provisions of Article VII, Section 4.