

BFA NJHS Bylaws  
Chapter Bylaws of the Ben Franklin Academy Chapter of the  
National Junior Honor Society



*Adopted: September 20, 2019*

**ARTICLE I: NAME**

The name of this chapter shall be the BFA Middle School Chapter of the National Junior Honor Society of Ben Franklin Academy.

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to in reference to students of Ben Franklin Academy's NJHS chapter.

**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 active affiliation with the national organization on an annual basis.

**Section 2:** This chapter will remain an active member of the state association, Colorado, 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

chapter leader and school principal.

**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 membership.

#### **ARTICLE IV: MEMBERSHIP**

Section 1. Membership in this 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 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.

#### **Section 3. Eligibility:**

- a. Candidates eligible for selection to this chapter must be in the first trimester of seventh grade or members of the eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one trimester at Ben Franklin Academy
- c. Candidates eligible for election to the chapter must have a minimum GPA of 3.5 on a 4.0 scale in each trimester.
- d. Students must maintain consistent attendance and may not miss more than 10% of the school year.
- e. Candidates must obtain teacher recommendations as part of the application process. Sixth grade candidates must be recommended by all sixth grade teachers, and seventh and eighth grade candidates must be recommended by both sixth and seventh grade teachers.
- f. Candidates must maintain a clean behavior record. Any detentions, suspensions, or level two or three disciplinary write-ups (other than dress code infractions) will result in ineligibility for membership or removal from the National Junior Honor Society. Consideration may be given for minor Level One write-ups.
- g. Sixth grade candidates are eligible for consideration after the completion of the third trimester of sixth grade, provided all other membership qualifications have been met.
- h. Candidates in seventh and eighth grade must meet all NJHS qualifications for both their sixth and seventh grade years in order to be considered for membership.

i. Candidates who have previously been invited to join NJHS but declined membership are not eligible for future consideration or membership.

j. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

## **ARTICLE V: SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter shall be based on meeting the qualifications outlined in Article IV, Section 3, as demonstrated through the successful submission of a completed application.

Section 2. Prior to the final selection, the following shall occur:

a. Students' academic 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 the candidate application for further consideration.

Section 3. 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 upon request.

Section 4. Transfer of Membership

a. A student who was an active NJHS member in good standing at their previous school shall have their membership automatically transferred to this chapter. The student must meet this chapter's standards for membership within one semester of enrollment.

b. New students who are not transferring an existing NJHS membership shall follow the same selection process as all other candidates at Ben Franklin Academy and must meet the minimum enrollment requirement prior to consideration.

## **ARTICLE VI: OBLIGATIONS OF MEMBERS**

Section 1. Annual dues for this chapter shall be \$50 for new members and \$45 for returning members. Dues will be invoiced to the chapter member within 30 days of induction. Dues not paid within 14 days will have a \$25 non-refundable late fee added to the membership fee.

Section 2. 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. This shirt may be worn as a uniform shirt as long as the student is an active member of NJHS.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return not wear their NJHS shirt to school or as to represent NJHS in any way

## **ARTICLE VII: OFFICERS**

Section 1. The officers of the chapter shall be president, vice president and secretary.

Section 2. Student officers shall 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 not on probation 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 attendance at all meetings.

Section 6. The secretary shall keep the minutes and attendance records for meetings

Section 7. 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 at minimum, twice per trimester. Special meetings can be called by the president with approval of the adviser.

Section 2. Members are expected to attend all chapter meetings.

## ARTICLE IX: ACTIVITIES

Section 1. The chapter members shall complete a minimum of five hours of group service and five hours of individual service per year.

Section 2. All members shall regularly participate in group service opportunities.

Section 3. These opportunities 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 be responsible for completing **individual service hours** that reflect their personal talents and interests, subject to approval by the chapter adviser. In addition, all members are required to contribute to **group service opportunities** organized by the chapter.

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 Ben Franklin Academy 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 grade point average falls below a 3.0 for one trimester, the student will receive a written warning and be placed on academic probation for the following trimester. If the GPA remains below 3.0 for **two consecutive trimesters**, the student will be subject to dismissal from the chapter by decision of the chapter advisor and school administration.

Section 3. Violations of the school's discipline policy may result in consideration of dismissal from NJHS (see Section 5 below). Dress code write-ups are not included in this policy. Multiple Level One write-ups may result in review by the faculty council. Any Level Two write-up will result in review by the faculty council and may lead to dismissal from the chapter. A Level Three write-up will result in immediate dismissal from NJHS.

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 advisor and school administration 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 advisor and school administration will then vote on whether to dismiss. A majority vote is needed to dismiss any member.

c. A student who is dismissed from NJHS, resigns from membership, or declines membership when initially invited shall not be eligible for future consideration 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, REVIEW and AMENDMENTS.**

Section 1: These bylaws will take effect upon approval by the faculty advisor and school administration.

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

Approved on: September 20, 2019

Signatures/Katie Murphy, Diana Simpson, Josh Rau

Update to Article X: Section 3 on 8/13/2025 - Katie Murphy and Diana Simpson