Hallowes Cove Academy

National Junior Honor Society Bylaws

Adopted: October '26

ARTICLE I: NAME AND PURPOSE

Section 1: The name of this organization shall be the National Junior Honor Society of Hallowes Cove Academy.

Section 2: The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership within the school and community, to develop members of strong character, and to encourage citizenship in the students of Hallowes Cove Academy.

Section 3: The National Junior Honor Society is a program of the National Principals Association (NPA).

ARTICLE II: 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 chapter adviser, who may serve consecutive terms.

Section 3: The principal shall hear appeals regarding nonselection or dismissal in accordance with the NJHS National Constitution and applicable school or district procedures.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal.

ARTICLE IV: THE CHAPTER ADVISERS

Section 1: The chapter advisers 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 2: The chapter advisers shall maintain files on membership, chapter history, activities, and financial transactions.

Section 3: The chapter advisers shall regularly review each member for compliance with Society standards and obligations.

Section 4: The chapter advisers shall help the chapter officers understand and carry out their duties.

ARTICLE V: 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 shall be students in Grade 8 during the founding fall 2026 selection cycle and students in the second semester of Grade 6 or in Grade 7 during subsequent spring selection cycles.

b. Candidates whose complete academic records are not available through Hallowes Cove Academy may provide official transcripts or other official academic records from their previous school. All candidates shall be evaluated using the same published academic eligibility standards, regardless of the length of their enrollment at Hallowes Cove Academy.

c. Candidates eligible for selection shall have a minimum cumulative grade point average of 3.50 on a 4.0 scale, based on the school's official cumulative GPA record.

d. Academic records shall be reviewed by the school to determine scholastic eligibility. Candidates shall not be required to obtain or submit HCA report cards that are already available to the school.

e. Scholastically eligible candidates shall be notified and invited to complete and submit the chapter Candidate Packet, including the required student information and written character reflection, by the published deadline.

f. Each candidate shall have two confidential recommendation/evaluation forms completed by current core academic teachers. The forms shall be submitted directly to the chapter adviser(s) and shall provide the Faculty Council with professional input regarding the candidate's character, citizenship, leadership, responsibility, and other relevant membership criteria.

g. Upon meeting the grade-level and GPA standards, candidates shall then be considered on the basis of service, leadership, character, and citizenship.

ARTICLE VI: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by majority vote of a five-member Faculty Council appointed by the principal. The chapter adviser shall serve as the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2: Selection of active members shall normally be held once each year during the second semester. During the 2026-27 founding year, an additional fall selection cycle shall be conducted for eligible eighth-grade students.

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

a. Students' official academic records, including previous-school transcripts when necessary, shall be reviewed to determine scholastic eligibility using the chapter's published GPA requirements.

b. All scholastically eligible students shall be notified of candidacy and invited to complete the Candidate Packet by the published deadline.

c. Two confidential core-teacher recommendation/evaluation forms shall be collected for each candidate in accordance with Article V.

d. The Faculty Council may review relevant school disciplinary records as one source of evidence when evaluating character and citizenship. Disciplinary history shall be considered in context and shall not function as an automatic disqualification unless required by applicable law or school/district policy.

e. The Faculty Council shall review the Candidate Packet, written reflection, teacher input, disciplinary information, and other relevant information to determine which candidates fully meet the published selection criteria.

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

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 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 the transferring member one semester to attain the membership requirements and, thereafter, the member must maintain those requirements to retain membership.

ARTICLE VII: OBLIGATIONS OF MEMBERS

Section 1: Members are required to uphold all standards by which they were selected and maintain all obligations of membership.

Section 2: Members must maintain a minimum cumulative GPA of 3.50 as reflected in the school's official GPA record. If a member falls below the standard, the warning and improvement procedures in Article VIII shall apply.

Section 3: Members must satisfy the individual service requirement established in Article XI and participate in required chapter service activities.

Section 4: Attendance at the induction ceremony is required unless special accommodations are made in advance.

Section 5: Annual chapter dues shall be governed by Article XIII.

Section 6: Each member in good standing with regard to membership standards and obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 7: A member who resigns or is dismissed is subject to the membership consequences established by the NJHS National Constitution.

Section 8: At the end of the seventh-grade year, returning rising eighth-grade members shall complete a form of intent to maintain membership by the published deadline.

ARTICLE VIII: DISCIPLINE AND DISMISSAL PROCEDURES

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 Hallowes Cove Academy chapter of the National Junior Honor Society.

Section 2: When a member fails to meet chapter standards, the member may receive written warning and/or be placed on probation for a reasonable period of time determined by the Faculty Council.

Section 3: A member whose cumulative GPA falls below 3.50 shall receive written notice and a reasonable period for improvement. If the cumulative GPA remains below the required standard after that period, the member may be considered for further disciplinary action, including dismissal.

Section 4: Violations of law or school regulations, including serious or repeated violations, may result in immediate consideration of dismissal by the Faculty Council.

Section 5: In all cases of pending dismissal, the member shall receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.

Section 6: The member has the right to respond to the charge(s) at a hearing before the Faculty Council prior to a vote on dismissal and may present a response in person or in writing.

Section 7: Following the hearing, a majority vote of the Faculty Council is required for dismissal. The result shall be presented to the principal for review and communicated in writing to the student and parent/guardian. Appeals shall follow the NJHS National Constitution and applicable school or district procedures.

Section 8: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions it deems appropriate.

ARTICLE IX: OFFICERS

Section 1: The officers of the chapter shall be president, vice president, secretary, treasurer, public relations officer, and/or any other officer deemed necessary to carry out the work of the chapter.

Section 2: Except during the 2026-27 founding year, candidates for office must be returning members who will be in Grade 8 during the term of office.

Section 3: Members on probationary status may not run for office.

Section 4: During the 2026-27 founding year, officer elections shall be held after the founding induction. Thereafter, officer elections shall be held near the end of each school year. Voting shall be by secret ballot, with any necessary runoffs conducted as appropriate.

Section 5: Duties of officers shall include the following:

a. President: preside at meetings; represent the chapter at school and community functions; assist in coordinating chapter service projects and induction activities.

b. Vice President: preside in the absence of the president; help track members' leadership and service contributions; assist with chapter fundraising activities.

c. Secretary: keep meeting minutes, attendance records, membership records, and official correspondence.

d. Public Relations Officer: coordinate photographs and publicity for chapter activities; coordinate with yearbook; assist with NJHS files, displays, and the chapter's Schoology presence.

e. Treasurer: assist with fundraising; help maintain service-hour records as assigned; keep records of business expenses, dues, and other financial transactions; assist the president and adviser as needed.

Section 6: An officer may be removed from office for failure to fulfill the duties of the position or for falling below membership standards. Removal from office does not automatically constitute dismissal from NJHS; any dismissal must follow Article VIII.

Section 7: Vacancies in chapter offices shall be filled according to a process determined by the active membership and approved by the adviser(s).

Section 8: Officers and the chapter adviser(s) shall collectively be known as the executive committee. The executive committee shall establish annual goals and have general charge of meetings and chapter business, subject to review by the chapter membership.

ARTICLE X: MEETINGS

Section 1: Regular meetings of this chapter shall be held monthly on a schedule established and published by the chapter adviser(s). Special meetings may be called as necessary with adviser approval.

Section 2: Members are expected to attend regular and special chapter meetings. Absences shall be handled according to chapter procedures communicated to members.

ARTICLE XI: SERVICE HOURS

Section 1: During the 2026–27 founding school year, all active members shall complete at least ten (10) hours of individual service by the published deadline. Beginning with the 2027–28 school year and in each subsequent school year, all active members shall complete at least fifteen (15) hours of individual service by the published deadline. These hours are in addition to participation in chapter service projects.

Section 2: Members participating in service projects are expected to conduct themselves as they would at a school function and to follow directions provided by supervising adults.

Section 3: Failure to complete the required service hours may result in loss of good-standing status, ineligibility to participate in an end-of-year field trip or similar chapter privilege, and consideration of disciplinary action in accordance with Article VIII.

ARTICLE XII: ACTIVITIES

Section 1: The chapter shall determine one or more service projects for each year.

Section 2: All members shall regularly participate in chapter service projects.

Section 3: Chapter projects shall fulfill a need within the school or community; have the support of administration and faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4: Members shall also participate in individual service activities consistent with Article XI.

ARTICLE XIII: DUES

Section 1: Annual dues may be assessed to help defray reasonable chapter expenses, including induction and chapter activities.

Section 2: Hallowes Cove Academy chapter dues are set at $20 per school year and shall be payable by the published deadline. Families experiencing financial hardship should contact the chapter adviser(s).

Section 3: Failure to pay dues shall not result in automatic dismissal. Any concern regarding unpaid dues shall be addressed in accordance with applicable NJHS and school procedures.

Section 4: Any separate apparel, trip, or activity cost shall be handled according to applicable school and district procedures and shall not be characterized as additional NJHS dues.

ARTICLE XIV: RATIFICATION, APPROVAL, AND REVIEW

Section 1: For initial adoption during the founding year, these bylaws shall become effective upon approval by the principal and the founding Faculty Council. Thereafter, amendments and ratification shall follow Article XV and applicable NJHS requirements.

Section 2: These bylaws shall be reviewed and, if necessary, revised within three years from the date of approval.

ARTICLE XV: AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds vote of the active chapter membership, provided notice of the proposed amendment has been given to members at least one month prior to the vote. Provisions governing membership selection and discipline/dismissal shall be developed by the Faculty Council with approval of the principal and must remain consistent with the NJHS National Constitution.

Approved on: 10/23/26

Signature of Current Principal	Date 10/23/26
Signature of Current NJHS Adviser	Date 10/23/26
Signature of Co-Adviser	Date