

**St. Paul's Lutheran School Chapter**  
*Lutheran Junior Honor Association*

**BY-LAWS**

approved September, 25th 2023

ARTICLE I

Name and Purpose

Section 1. The name of this organization shall be St. Paul's Lutheran School Chapter of the Lutheran Junior Honor Association (LJHA).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of Christian character in the students of St. Paul's Lutheran School.

Section 3. The St. Paul's Lutheran School Chapter is under the sponsorship and supervision of the Lutheran Education Association, 7400 Augusta St, River Forest, IL 60305.

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 advisor who may serve consecutive terms.

Section 3. The principal shall be part of the appeal process for non-selection or dismissal cases.

## ARTICLE III

### Faculty Council

Section 1. The faculty council shall consist of three voting faculty members appointed annually by the chapter adviser. The seventh and/or eighth grade teacher(s) will be (a) council member(s). No principal or assistant principal may be included on the faculty council.

Section 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 3. The chapter advisor shall be an ex-officio, non-voting, fourth member of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members to consider non-selection, dismissal, other disciplinary actions, and warning cases.

## ARTICLE IV

### The Chapter Advisor

Section 1. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send the annual report to the national office.

Section 3. The chapter advisor shall regularly review each member for compliance with Lutheran Junior Honor Association standards and obligations.

Section 4. The chapter advisor 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 a student. Selection for membership is by the faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, students have the responsibility to continue to demonstrate these qualities year-round up through and including their graduation from St. Paul's.

Section 2. Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, LJHA advisors, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the Lutheran Junior Honor Association.

Section 4. Candidates become members when inducted at a special ceremony in the fall and spring.

Section 5. A Lutheran Junior Honor Association member who transfers from another school and receives communication from the former principal or chapter advisor shall be accepted automatically as a member of this chapter. Transfer members must meet the St. Paul's Lutheran School Chapter's standards within one semester in order to retain membership.

Section 6. Members who resign or are dismissed are never again eligible for membership or its benefits. They may not use LJHA affiliation on resumes or applications and must surrender their LJHA pin and membership card.

Section 7. Members have the responsibility to actively participate in chapter affairs. This includes, but is not limited to, chapter and committee meetings, fundraisers, and service projects.

## ARTICLE VI

### Selection of Members

Section 1. Candidates cannot request membership; eligibility is based on the by-laws (see sections below). Upon review, candidates are elected by the faculty council.

Section 2. To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period of one semester at St. Paul's Lutheran School. The faculty council may waive the semester regulation in special circumstances such as an eighth grade transfer student who would not have another opportunity to be selected.

Section 3. Candidates eligible for election to this chapter must be members of the sixth (2<sup>nd</sup> Semester), seventh, or eighth grade class.

Section 4. 7th & 8th grade candidates must have a cumulative GPA in the six core classes (religion, math, English, reading, science, social studies) of at least a 3.25 on a 4.0 scale to apply for membership. 6th grade spring candidates must have a first semester GPA of 3.25 or above. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 5. The selection of each member to the chapter shall be by a majority vote of the faculty council. If there is a tie, acceptance will be granted.

Section 6. A detailed description of the selection procedure shall be published on the school website and available to students and parents of St. Paul's Lutheran School. The selection procedure shall be determined by the faculty council in cooperation with the advisor and shall be consistent with the rules and regulations of the Lutheran Junior Honor Association.

Section 7. The Lutheran Education Association shall not review the judgment of the faculty council regarding selection of individual members to this chapter.

## ARTICLE VII

### Dismissal

Section 1. Any member who falls below the standards of scholarship, leadership, character or service may be dismissed from the St. Paul's Lutheran School Chapter of the Lutheran Junior Honor Association. A member of the LJHA is expected to maintain an active role in service and leadership both in the school and in the community.

Section 2. If a member's cumulative GPA falls below the 3.25 standard required for selection, he/she will be given written warning. If the next semester's GPA remains below 3.25, the student may be dismissed from the chapter. The member will meet with the principal and advisor before a determination is made. If it is determined the member is not putting forth the academic effort that meets the standards of the chapter, they will be dismissed.

Section 3. Violation of criminal law or school regulations during the period that the LJHA member is considered a student at St. Paul's Lutheran School can result in dismissal of the student. These violations include, but are not limited to, stealing, destruction of property, cheating, truancy, having, using, or distributing contraband substances.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning of notification. 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, the member may be dismissed.

Section 5. Any member whose personal conduct is questionable in accordance with the accepted norms of Christian behavior may be dismissed by the Faculty Council.

Section 6. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In the case of cheating, a warning will be issued in writing the first time a member is caught by a faculty member. Any member caught cheating a second time will be immediately dismissed from the LJHA.

Section 7. In all cases of impending dismissal, a member should have the right to a hearing before the faculty council. The member shall bring a parent/guardian with them.

Section 8. In the case of pending dismissal:

- a. The member will receive written notification of the reason for possible dismissal from the advisor/Faculty Council. The member and advisor will discuss the written notification in a conference.

- b. The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss. A majority vote is necessary for dismissal.
- c. A letter of dismissal will be sent to the principal, student and parent(s) if the student is dismissed. Dismissed members must surrender their LJHA pin and membership card to the advisor.
- d. The member may appeal the Faculty Council's decision to the Principal.
- e. When a student is dismissed, he/she is no longer a member and may never again be considered for membership in the LJHA.

Section 9. The Lutheran Education Association shall hear no appeals in dismissal cases.

Section 10. If the existing Faculty Council determines that a graduate member of the LJHA violates the requirements of the St. Paul's LJHA, that member may be dismissed as the Faculty Council deems it necessary.

## ARTICLE VIII

### Officers

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

Section 2. Student officers shall be elected by the active members of the LJHA with Faculty Council approval during the first meeting of each school year and will hold office until graduation of that year.

Section 3. A majority vote shall be necessary to elect any officer of this chapter.

Section 4. It shall be the duty of the chapter officers to provide leadership to this chapter of the LJHA. It is expected that all officers be superior examples of the qualities that LJHA represents. If an officer is delinquent in any of his/her responsibilities, he/she may be removed from his/her office through the same procedure used for dismissal. Removal from office does not necessarily imply automatic dismissal from the LJHA but may include dismissal if the Faculty Council deems it appropriate.

Section 5. It shall be the duty of the president for this chapter to establish committees (as needed) and delegate work responsibilities to the other officers or to committee chairpersons.

Section 6. The vice-president shall preside in the absence of the president.

Section 7. It shall be the duty of the president and vice-president to complete the required work given them by the chapter advisor. This work may include researching community outreach service projects, school involvement ideas, and providing leadership during LJHA events.

## ARTICLE IX

### Executive Committee

Section 1. The Executive Committee shall consist of the faculty advisor and the chapter officers.

Section 2. The Executive Committee shall have general charge of the meetings and business of the chapter, but any action by the Executive Committee is subject to the review of the chapter members.

Section 3. The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## ARTICLE X

### Activities

Section 1. The chapter shall determine two or more service projects for each year. In accordance with the National Constitution, the chapter will complete as a minimum, one community service project and one school project.

Section 2. All members shall regularly participate in these projects unless they have provided a legitimate written explanation.

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, and be well-planned, organized and executed.

Section 4. The chapter shall publicize its projects in a positive manner.

Section 5. In accordance with the National Constitution, each member shall have the responsibility for choosing and participating in an individual service project which reflects his/her particular talents or interests. This is in addition to the chapter projects to which all members contribute.



## ARTICLE XI

### Meetings

Section 1. Meetings of this chapter shall be held at least once per semester. The frequency will be determined by the number of projects that are current.

Section 2. Attendance at meetings is mandatory. One excused absence is allowed per year. All absences must be excused by the advisor; requests for excuse must be made in writing. Members who have an unexcused absence(s) may be dismissed.

Section 3. Members will receive notice of a scheduled meeting through the morning announcements at least three days prior to the actual meeting.

Section 4. Special meetings may be called by the chapter president or advisor.

Section 5. Members are expected to actively participate in their committee meetings and projects. Absences from committee activities may be grounds for dismissal.

## ARTICLE XII

### Emblem

Section 1. Each member of this chapter shall be entitled to wear the emblem adopted by the Lutheran Junior Honor Association.

Section 2. Any member who resigns or is dismissed shall return the emblem to the chapter advisor.

Section 3. The motto of the Lutheran Junior Honor Association shall be “Leading by Serving”.

Section 4. The official colors of the Lutheran Junior Honor Association shall be blue and gold.

## ARTICLE XII

### By-Laws and Amendments

Section 1. The by-laws are intended to clarify operating procedures for this chapter and to amplify sections of the National Constitution. By-laws do not need the approval of the Lutheran Education Association.

Section 2. The chapter by-laws may be amended by a two-thirds vote of the chapter membership in attendance, provided notice of the proposed amendments has been given to members at least one month prior to the vote. The exceptions are Articles V, VI, and VII, which are developed by the Faculty Council with the approval of the principal.

SELECTION PROCESS  
ST. PAUL'S LUTHERAN SCHOOL CHAPTER  
Lutheran Junior Honor Association

Step 1: The following selection process has been approved by the Faculty Council on September 25th, 2023.

Step 2: In September (for seventh and eighth only) and April the chapter advisor will obtain a listing of all sixth, seventh, and eighth grade students that have a cumulative GPA of 3.25 or higher.

Step 3: All sixth (second semester), seventh, and eighth grade students that have a current GPA of 3.25 or higher as computed for their middle school years (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>) are eligible to be considered for LJHA selection and may request an information packet.

Step 4: Those students who are interested in being considered for selection should fill out the information packet and return it to the advisor by the published due date. Seventh and eighth graders already in LJHA are not required to fill out an information packet again.

Step 5: The advisor will publish a list of those students who are eligible for consideration and distribute the list to the Faculty Council.

Step 6: The advisor will collect the information packets from eligible students and will contact personally (one or two days before the packets are due) any student who has not returned the packet for verbal confirmation that they are not interested in being considered for selection. Packets must be turned in by the date stated on the initial letter given to each candidate.

Step 7: The advisor will determine a convenient time for the Faculty Council to meet for the selection process.

Step 8: The Faculty Council will look over the information packets informally and then come to a consensus on what they are looking for in each of the areas of service, leadership, and character.

Step 9: The three members of the Faculty Council will then pass around the information packets and individually assign a score from 0 – 5 based on the information supplied by the student. The total possible number of points in each category is 20. This process will occur three separate times, once for each category being evaluated. (Leadership and Service will be scored from the spreadsheet, Character will be scored from the written

essay and personal knowledge of a student by the Faculty Council – faculty recommendations may be obtained if needed to determine a fair and agreed upon Character score).

Step 10: The advisor will tabulate the total number of points in each category. Each student receives an automatic 35 points in the area of scholarship for carrying the mandatory 3.25 or higher GPA. The other point totals are as follows:

<u>AREA</u>	<u>TOTAL POSSIBLE POINTS</u>
Service	20
Leadership	20
Character	20
Scholarship	37 (all eligible students receive all 37 Points)
<u>Council Recommendation</u>	<u>3</u>
TOTAL POSSIBLE	100

Step 11: All students who receive 70 points or higher will be automatically selected. Students who receive between 67 – 69 points will be reviewed again by the Faculty Council and a vote will be taken. The number of council members who vote to select the student will constitute the number of Council Recommendation points added to the total. If the candidate receives enough votes to meet the minimum requirement of 70 points, they will gain membership.

Step 12: Students who receive less than 67 points will not be selected.

Step 13: The advisor will compile a list of those students who were selected into LJHA.

Step 14: The advisor will inform all students of the results of the selection process by means of a letter that will be mailed home.

Step 15: Students who have been selected will receive an invitation for themselves and their parents to attend the special induction ceremony.

Step 16: Students who are not selected may speak to the advisor about areas in which they might work on improving. Names of teachers who were on the Faculty Council or who did not recommend a student will be held in complete confidentiality.

Step 17: Students may appeal the decision of the Faculty Council by the following procedure:

- The student should request (in writing) an appeal meeting with the principal and LJHA advisor within one week of his/her notification of non-selection.
- The student should give his/her reasons why he/she should be considered for selection into the LJHA.
- The advisor will give information on the scores of the student without giving any specific faculty names.
- The advisor will vouch for the consistency of scoring of the student.
- The principal will make a decision on the appeal. This decision is final.

Step 18: The Lutheran Education Association shall not review the judgment of the faculty council regarding selection of individual members to this chapter. This is in accordance with both the National Constitution and the St. Paul's Lutheran School Chapter By-Laws.

## **Lutheran Junior Honor Association**

The official handbook of the LJHA published by the NASSP lists the following guidelines for help in the definition of service, leadership and character.

### **Service**

#### **The student who serves:**

- + Is willing to uphold scholarship and maintain a loyal school attitude
- + Participates in some outside activities (sports, volunteer, church, etc.)
- + Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- + Works well with others and is willing to take on difficult responsibilities
- + Cheerfully and enthusiastically renders any requested service to the school
- + Is willing to represent the class or school in inter-class and inter-scholastic competition
- + Does committee and staff work without complaint
- + Shows courtesy by assisting visitors, teachers and students

### **Leadership**

#### **The student who exercises leadership:**

- + Is resourceful in proposing new problems, applying principles and making suggestions
- + Demonstrates initiative in promoting school activities
- + Exercises influence on peers in upholding school ideals
- + Contributes ideas that improve the civic life of the school
- + Is able to delegate responsibilities
- + Exemplifies positive attitudes
- + Inspires positive behaviors in others
- + Demonstrates academic initiative
- + Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently and without prodding, demonstrates reliability and dependability
- + Is a forerunner in the classroom, at work and in school or community activities
- + Is thoroughly dependable in any responsibility accepted

### **Character**

#### **The student of character:**

- + Takes criticism willingly and accepts recommendations graciously
- + Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability)
- + Upholds principles of morality and ethics
- + Cooperates by complying with school regulations concerning property,

programs, office halls, classrooms, etc.

- + Demonstrates the highest standards of honesty and reliability
- + Shows courtesy, concern and respect for others
- + Observes instructions and rules, punctuality and faithfulness both inside and outside the classroom
- + Has powers of concentration and sustained attention as shown by perseverance and application to studies
- + Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others
- + Actively helps rid the school of bad influences or environment





Please fill out the attached form completely. Include **all** possible activities and responsibilities. If you are not sure where to include an item, put it under the “Other” section.

In order to mark involvement for 6<sup>th</sup>- 8<sup>th</sup> grade, you must have been a participant in the activity or have held that position for the **entire** duration of that activity or group in that year.

Obtain the adult sponsor’s initials for each activity or job. If it is **absolutely** impossible for you to get these initials, please have your parents' initials instead. The packet of information needs to be turned in to the LJHA advisor by 3:00pm on the published date for the fall and spring elections.

Name \_\_\_\_\_ Grade \_\_\_\_\_

Please write a short paragraph below, detailing your reasons for wanting to be a member of the Lutheran Junior Honor Association.

**I. Service**

**(Specify each individual activity and mark each year you were involved)**

		Specific Capacity	6th	7th	8th	Initials
A. School	Athletics					
	Student Council					
	Music-Band					
	Drama/Forensics					
	Other					
B. Church	Youth Group					
	Music-Band					
	VBS/Sunday School					
	Other					
C. Community	Volunteer					

	Other					
D.Employment	Job					
	Other					



