

CONSTITUTION AND BY-LAWS

FOR THE LOCAL CHAPTER OF THE

NATIONAL JUNIOR BETA CLUB

OF

COLUMBUS CHARTER MIDDLE SCHOOL

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THE NATIONAL JUNIOR BETA CLUB

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CONSTITUTION

Article I

NAME

The name of this organization shall be the Columbus Charter Middle School chapter of the National Junior Beta Club.

Article II

PURPOSE

The purpose of this organization shall be the promotion of scholarship, leadership, and good citizenship at the Columbus Charter Middle School. This organization also promotes ideals of honesty, service, morality, ethical conduct. The Beta Club rewards meritorious achievement, and encourages and assists students in continuing their education after high school.

Article III

MEMBERSHIP

The membership of this organization shall be drawn from among the students of the 6th, 7th, and 8th grades of the Columbus Charter Middle School, who because of their worthy, commendable attitude, upright character, good mentality, and creditable achievement, have been approved for membership by the executive head of the Columbus Charter Middle School; provided, of course, that these students meet the requirements as set forth in the By-Laws of this organization as appended herein below.

Article IV

OFFICERS

All members will be allowed to run for office. In order for a student to be eligible to run for office, he/she must go through an interview process with the sponsors to ensure that he/she understands the responsibilities of that particular office. Junior Beta Club has four elected positions: President, Vice-President, Secretary, and Treasurer.

The duties of the President shall be: to preside at all club meetings, to appoint the committees of the chapter, to represent the organization when necessary, to maintain order of all members during meetings and club activities, to administer the policies as laid down in this constitution and its By-Laws, and to assist sponsors in discussing and administering the affairs, activities, and service projects of this chapter. He/She will be in charge of organizing and maintaining fundraisers for the chapter.

The duties of the Vice-President shall be: to preside at meetings when the President is absent or unable to perform the duties of the office, to represent the organization when necessary, to assist the President in maintaining order of all members during meetings and club activities, to assist the President and sponsors in discussing and administering the affairs, activities, and service projects of this chapter, and to organize club entries for the State Convention. He/She will be in charge of organizing service projects.

The duties of the Secretary shall be: to keep and maintain accurate records of all membership, attendance records, status, and service points, to record the minutes of all club meetings, to carry on all necessary club correspondence including publicizing any Beta Club events, and to assist the President, Vice-President, and sponsors in the general affairs of this chapter.

The duties of the Treasurer shall be: to keep and maintain complete, accurate records of all financial matters pertaining to this organization as deemed appropriate by the sponsors of the club, to receive and disburse the funds of the organization, to submit written reports on the financial status of the club, to provide written acknowledgment of all money received, and to assist the President, Vice-President, Secretary, and sponsors in the general affairs of this chapter.

The President, upon approval of the executive committee, shall appoint a Historian, a Reporter, and a Sergeant-at-Arms: and any other elected office vacated prior to the end of the academic school year.

The duties of the Historian shall be: to serve as the Reporter-elect for the up-coming school year. In essence, this position is a two-year post serving as Historian for the first year and automatically proceeding to Reporter during the second year. The office of Historian may or may not be chosen at the same time as the remaining appointed offices as apprentices must gain active membership before consideration for this position. In addition to assisting the Reporter, The Historian may also be required to assist the Secretary in maintaining club records for future reference.

The duties of the Reporter shall be: to assist the Secretary in publicizing any Beta Club events. This may include press releases for local and state newspapers, radio and television, as needed. The Reporter will photograph all club events, collect and preserve mementos of each academic school year, and will serve as chairman of the Scrapbook Committee.

The duties of the Sergeant-at-Arms shall be: to enforce parliamentary procedure, to regulate behavioral standards at all meetings, and to serve as the chairman of the Apprentice Committee.

All elected and appointed officers are expected to participate in all Junior Beta Club functions. If extenuating circumstances, other than illness, prohibit an officer from attending an event, said officer should present a pre-arranged petition to the Vice-President in order to gain an excused absence from the Executive Committee.

Officers that become inactive for any reason shall be re-instated, once eligible, as active members. They will lose the privilege of their office unless extenuating circumstances are brought before the Executive Committee and accepted by the President and a majority vote of the remaining officers.

Article V

COMMITTEES

The committees of this chapter of the National Junior Beta Club shall be:

- Announcement
- Apprentice
- Executive
- Finance
- Hospitality
- Membership
- Mentor
- Scrapbook
- Service Project
- Tutor
- Web Page

The Announcement Committee shall coordinate with the President and sponsor in order to lead the student body in pledges (over intercom system and outside if weather permits) at the beginning of each school day. Their duties shall include announcing any pertinent information and leading the Pledge of Allegiance and the Roger Bacon Academy School Pledge.

The Apprentice Committee shall aid the Sergeant-at-Arms and the sponsor(s) in the invitation and instruction of potential members. Their primary duties shall include an introduction to the parliamentary procedure and local and national club policies.

The Executive Committee shall consist of the adult sponsors of the Columbus Charter Middle School Junior Beta Club. The duties of the Executive Committee shall be to assist the officers in carrying out the policies and activities of this organization, to direct any necessary disciplinary action (such as dropping a member from membership or placing him or her on probation), and to cooperate with the executive head of the school and the Sergeant-at-Arms in making up the roster of qualified students to invite into membership.

The Finance Committee shall work with the Treasurer and Reporter to advertise club service projects, distribute advertisement flyers and/or fundraising materials, assist in the compilation of orders, coordinate parental assistance, and assist in the distribution of products.

The Hospitality Committee shall provide refreshments for all general membership meetings. In addition, this committee should appoint club members to clear trash and debris from work areas and to remove trash from buildings to outdoor garbage bins after each event. This committee shall also be responsible for the rearrangement of furniture at the conclusion of each function.

The Membership Committee shall assist the Secretary in the written correspondence between the Executive Committee and any individual concerning membership status, attendance, and service points.

The Mentor Committee shall cooperate with the faculty members to foster growth of younger children in the elementary school in regard to academic progress, social adjustment and overall character development.

The Scrapbook Committee shall cooperate with the Reporter in the design and creation of an annual club scrapbook. The members of this committee shall collect photographs and memorabilia of club events to be included in the scrapbook.

The Service Project Committee shall consist of the President and selected sub-chairpersons. They shall determine and organize all club service projects and activities.

The Tutoring Committee will provide tutoring for members that receive a probationary status due to academics or behavioral issues. The tutoring sessions will be 30 minutes (not during general Beta Club meetings) and will be scheduled and agreed upon by the students, parents, faculty and administration.

The Web Page Committee shall maintain and update the existing club website. This committee will also work in conjunction with the school administration concerning content and parameters.

Article VI

SERVICES

The National Junior Beta Club is a service organization and members should strive to serve the community. In this respect, members of the Columbus Charter Middle School Junior Beta Club are expected to participate in service projects and activities that have been chosen by the club. Besides endeavoring at all times to be of service to the Columbus Charter Middle School and its students by upholding high standards of honesty, good citizenship, and academic excellence, this chapter of the National Junior Beta Club shall undertake worthwhile service projects, as designated in the By-Laws.

Article VII

AMENDING THE CONSTITUTION

The Constitution of this organization may be amended by a two-thirds vote of the active membership at any meeting where a quorum is present, provided that notice of the proposed amendment has been given at a previous meeting.

BY-LAWS

Article I

TIME AND PLACE OF MEETINGS

The time and place of meetings of this chapter of the National Junior Beta Club shall be decided upon only after consultation with, and approval of, the administration of the Columbus Charter Middle School.

The time of the meetings of the general membership of this chapter of the National Junior Beta Club shall be held during electives each day and only after school as needed. If meetings must be extended in order to meet certain deadlines, times shall be posted or announced prior to said meetings. Committee meetings will be scheduled at the discretion of the chairperson as outlined above.

The place of the meetings of this chapter of the National Junior Beta Club shall be in the designated classroom of a faculty sponsor unless otherwise announced.

Article II

STANDARDS OF MEETINGS

Club members should inform parents of commitments prior to the day of scheduled events. No phone calls will be permitted in regard to general membership meetings. A published calendar will be provided to each member.

Prior to each event, students that are regular after-school care participants should inform the proper supervisor of their planned attendance.

Members are expected to attend all meetings. If a member misses more than one meeting after school hours (with an unexcused absence), that member will be dismissed from the Junior Beta Club. Members are expected to arrive promptly and attend the duration of the meeting. If this is not possible, prior written notification and excuse must be provided at least three (3) days prior to said meeting for approval by the Executive Committee. Otherwise, the member will be

considered absent for the entirety of the meeting. If illness or family emergency prohibits a member from attending a scheduled meeting, a letter explaining the absence should be provided to the Executive Committee within one week of the missed meeting.

Members are expected to conduct themselves in a professional manner at all times. If disciplinary action becomes necessary, the Sergeant(s)-at-Arms may levy fines accordingly. Members are also expected to have exceptional behavior in school, at all school-related functions, and at any other time where members represent our school and/or The National Junior Beta Club. Therefore, if members demonstrate inappropriate behavior at these times, they can be dismissed at the sponsors' discretion. Inappropriate behavior includes, but is not limited to, disrespect, lying, stealing, cheating, and/or fighting. (Please refer to the Code of Honor.)

Code of Honor

Our mission is to develop leaders of character. A leader of character knows what is right, and possesses the moral courage to act on that knowledge. The principles of truthfulness, fairness, respect for others, and a personal commitment to maintaining values constitute that fundamental ideal known as the Spirit of the Code. A leader of character will apply the spirit of the code when making decisions involving ethical dilemmas.” –West Point Military Academy

Students who have agreed to become members of the Columbus Charter Middle School chapter of the National Junior Beta Club must adhere to the following Code of Honor. This Code of Honor establishes standards and expectations for student behavior and expresses the ethical and moral standards of the National Junior Beta Club. It requires that each student acts with integrity in all activities and that each student holds his/her peers to the same standard.

Columbus Charter Middle School Code of Honor

“In order to create a safe and successful learning community, I agree to always act with honesty, respect, and personal integrity. My behavior will not represent anything that is immoral or unethical. In essence, I will not lie, steal, cheat, fight, or show disrespect: now will I tolerate those who do.”

Students: Must sign the form stating that you fully understand the CCMS Junior Beta Club Code of Honor and pledge to uphold its principles to the best of your ability.

Parents: Must sign the form stating that you have fully explained the meaning of the CCMS Junior Beta Club Code of Honor to your child and that you are satisfied that he/she fully understands the principles behind it.

Article III

QUORUM

A quorum of this organization shall be constituted by a majority of the active membership. No action may be taken which is binding upon the membership unless a quorum is present. However, certain matters—such as a discussion of means of taking in new members, the presentation of a program, etc.—may be determined at a regular or special meeting without a quorum being present.

Article IV

STANDARDS OF MEMBERSHIP

Standards of membership in the Columbus Charter Middle School chapter of the National Junior Beta Club must conform to the general features as laid down in the National Constitution: and in all cases, must be approved by the executive head of the school. Membership is a privilege and not a right.

Since the purpose of this organization is to select, honor, and encourage students possessing the essential requirements, it shall be within the province of the administration of each school to set up such local standards of membership as shall best serve to bring together in the chapter students who merit distinction because of these qualifications.

The classes from which members may be drawn shall be the sixth through eighth grades.

To be considered for membership in the Columbus Charter Middle School chapter of the National Junior Beta Club, a student must have maintained a average of 93% or above in all core classes for each quarter. Students must not have an accumulation of over 10 or more excused or unexcused absences. Additionally, in order for a student to be considered for membership, he/she must exhibit a commendable attitude, an upright character, good mentality, demonstrate creditable achievement, and receive positive recommendations from CCMS faculty.

In administering its affairs, the National Junior Beta Club shall not discriminate against any person on the basis of race, creed, color, nationality or ethnic origin, sex, age or physical disability.

All requirements must be met in order for a student to become a member of the Columbus Charter Middle School chapter of the National Junior Beta Club.

Article V

INDUCTION OF MEMBERS

The induction of new members into the membership of this chapter of the National Junior Beta Club shall be one of dignity appropriate to the ideas of the organization.

At the Induction Ceremony, the candidates who are being inducted into membership shall be asked to subscribe to the pledge of the national organization. At all induction exercises the superintendent and/or principal of the local school, the president of the club, or some designated leader shall outline in a brief talk the purposes and objectives of the club. This leader shall read the pledge slowly, having the inductees repeat each line. The newly inducted members shall then be presented their certificates and membership cards and declared duly elected to full membership in the organization. Pre-induction initiation activity is forbidden.

Pledge

I hereby declare that I shall always strive to be honest and truthful at all times to maintain a creditable scholastic record; to be of service to my teachers and fellowmen; to conduct myself in an ethical and moral manner to reflect credit upon my school and community.

Motto

Ducamus aliis serviendo "Let us lead by serving others."

Article VI

CLASSIFICATIONS OF MEMBERSHIP

There shall be six classifications of membership. These classifications shall designate the current status of each member according to scholastic and disciplinary merit.

- A. Active Membership: An active member shall include any member in good standing who has paid club dues and any applicable reinstatement fees. Active members have the right to vote and participate fully in all Junior Beta Club functions. Each active member must participate on one committee and participate in various service projects as outlined below.

B. Probationary Membership: A probationary member is an active member who fails to maintain the scholastic or disciplinary standards of membership, unless severe behavioral deficiencies cause immediate grounds for termination (see dropped membership, below). Probation shall result if the student:

1. Receives a cumulative average of 90% or below for a quarter.
2. Receives a Behavior Page.
3. Receives both a cumulative average of 90% or below for a quarter and a Behavior Page .
4. A probationary status member will retain the right to attend meetings, however will forfeit the right to attend club functions, vote, and serve on their designated committee for the duration of the probation. The probation period will last for one quarter. If a member is placed on probation for academic reasons, the member must bring their average grade up to a 90% or above by the end of the probation term. If a member is placed on probation for disciplinary reasons, the member will serve a probation period of 9 weeks beginning on the date of the disciplinary infraction. A probationary status member will return to full active status upon regaining the scholastic requirement and/or disciplinary requirement.

C. Inactive Membership: A member shall be assigned an inactive status if the student:

1. Is placed on the school ineligibility list for any grading period due to receiving:
 - a. A grade of “D” or below in any one class for any grading period
 - b. An in-school or out-of school suspension.
2. A grade of “C” or below in two or more classes during the same grading period.
3. Remains, for any reason, on probation for more than two consecutive quarters.
4. Has failed to pay dues after a reasonable amount of time
5. Excessive fines due to behavior at Junior Beta Club functions
6. Is absent from two meetings during the academic year unless the student:
 - a. Provides written notification of the intent to be absent to the Executive Committee at least three days prior to the meeting.
 - b. Provides a written explanation of illness or family emergency to the Executive Committee within one week after the said meeting.

An inactive member loses the right to vote or to participate in any official Junior Beta Club event until the student achieves academic and behavioral excellence within the acceptable parameters of active membership. An inactive member may be reactivated only after the approval of a petition to the Executive Committee. If the inactive status was a result of non-academic/behavioral cause, a member may petition for immediate reinstatement by presenting a written apology to the Executive Committee. **Any member reinstated to full active status will**

not be required to pay the National Certificate fee again, BUT WILL BE CHARGED A LOCAL REINSTATEMENT FEE OF \$5.00. Certain conditions may be imposed by the Executive Committee upon a reinstated member such as, but not limited to the following:

1. Fulfillment of additional service points.
2. Limited participation in club functions such as field trips and out-of-class activities.

Under certain conditions, a member deemed inactive may petition the Executive Committee for an exemption of membership requirements due to the extenuating circumstances. Exemptions may be granted for, but not limited to, the following:

1. Extreme emotional trauma, such as a death of a family member or personal injury
2. Written proof of professional tutoring in specific subject areas.

Such exemptions are to be sparingly allotted on a case by case basis. A grant of such exemption may not be used as a precedent for any future situations, which must be judged separately upon their facts.

D. Dropped Membership: A member shall lose all rights and privileges of membership if:

1. The student remains in an inactive status for more than four academic grading periods.
2. Misses more than one meeting with an unexcused absence.
3. Accumulates more than 10 excused and/or unexcused absences for the school year.
4. The club sponsor(s) and the executive head of the Columbus Charter Middle School consider the moral or disciplinary actions of the student to be wholly inconsistent with the purpose of this organization
5. The student provides written notification of desire to have his membership terminated.

If, and when, a member is dropped from membership, a record of this action shall be relayed to the National Junior Beta Club immediately.

E. Apprentice Membership: A potential member shall be assigned an apprentice membership during the year prior to his/her induction into the National Junior Beta Club. Apprentices do not retain the right to vote on club decisions, nor do they retain the right to participate in club field trips. Apprentices are also not to be considered for quorum purposes. However, apprentices may participate in all other aspects of membership.

F. Honorary Membership: This classification of membership is not available to current students in the 6th, 7th, and 8th grades of the Columbus Charter Middle School. This membership may be bestowed upon an individual for "meritorious service" on behalf of the Junior Beta Club. An honorary member shall not retain the right to vote nor be counted for quorum purposes. An honorary member need not pay National or local club dues.

Sponsors: The work of the local club shall be carried on under the supervision and with the advice of a club sponsor(s). A principal or assistant principal may choose to personally serve as sponsor, or may appoint someone to act in this capacity. A co-sponsor(s) may be appointed or selected in the same manner as sponsors.

Article VII

SERVICE POINTS

Notwithstanding the above provisions, to retain active membership each student must earn at least five (5) service points during each academic school year. Projects which generate service points will be designated throughout the year. Any student that fails to complete the minimum number of service point will be fined accordingly. Fines will be determined by the Executive Committee.

Eighth grade members that have completed five (5) service points throughout the academic school year will be entitled to receive honor medallions at the end of the year. Eighth grade members that have not completed the minimum number of points, but are in otherwise good standing, must pay the penalty described above in order to be eligible for honor recognition.

Article VIII

SERVICE PROJECTS

This chapter of the National Junior Beta Club will undertake a program of service which will be to the benefit of the Columbus Charter School and the local community at large. These projects shall be decided upon only after consultation and approval of the Executive Committee and the sponsor(s).

Article IX

LOCAL DUES AND ASSESSMENTS

The local dues of this chapter of the National Junior Beta Club shall be \$20.00 for new members.

Article X

PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order: Revised*, shall govern the general membership meetings in all cases to which they are applicable. If there is any inconsistency between *Robert's*

Rules of Order: Revised and this Constitution, or any rules adopted by the Executive Committee, this Constitution or such rules, shall apply.

Suggested Order of Business

1. Meeting called to order by presiding officer.
2. Roll call.
3. Reading and approval of minutes of last meeting.
4. Unfinished business.
5. Reports of officers.
6. Reports of special committees.
7. New business.
8. Meeting turned over to students in charge of program for the meeting.
9. Program concluded and meeting turned back to president.
10. General discussion of the subject of the program.
11. Adjournment.
12. Social period.

Article XI

ELECTIONS

The elections of this chapter of the National Junior Beta Club shall be of a dignified and professional nature. To be eligible for an elected office, the student must be an active member of the Columbus Charter Middle School National Junior Beta Club. Appointed officers may be selected from any of the active membership. Elections for the upcoming school year will be held in the spring of the current school year.

Members interested in running for office may run for one specific office as long as they have met the following guidelines. Members must:

1. Sign up for the office for which they plan to run.
2. Have a speech prepared for the office in which they plan to run. Speeches must be prepared in advance and must designate the student's personal goals and responsibilities for that particular office.
3. Speeches must convey the student's understanding of the responsibilities of the position in which they are running as well as indicate reasons why they believe they would be a good candidate for the position.
4. Speeches cannot be read; however, students can refer back to them as they address the audience.
5. There is no time limit to the length of the speech; however, use good judgment in what you would like to say.

Be able to answer any questions relating to the specific position for which they are running. Sponsors will interview each person who plans to run for office.

These offices will be voted on by the members in a silent vote. In the event that there is a tie, the sponsors will collaborate for the deciding vote.

Campaign materials and slogans must be approved by the club sponsor(s) prior to public display. Any unprofessional behavior, such as the defacement of the competitor's poster, will not be tolerated. Offenders will be automatically disqualified from the election.

The ultimate goal in following these guidelines is to ensure that the officers who represent our club are students who genuinely have the desire to become leaders, who fully understand the responsibilities of the position they seek, and who believe that they have the qualities and discipline that will allow them to fulfill their obligations as leaders of our club.

Article XII

FIELD TRIPS

Club members wishing to attend the National Junior Beta Club State Convention must be active members of this chapter. If a student becomes inactive after fees have been assessed, students will not be allowed to attend the Convention and all money will be forfeited.

Students that attend the State Convention must participate in at least one academic competition or group project. These projects will be determined at the beginning of each school year.

Any Junior Beta Club member that misses school to attend the State Convention, a Leadership Academy, or any other Field Trip must complete make-up work within a certain amount of days as designated by the Columbus Charter School Handbook, except when due dates have been assigned in advance for things such as reports and projects. Individual teachers may extend certain deadlines, but it is the responsibility of the student to complete this work as agreed.

Article XIII

AMENDING THE BY-LAWS

The By-laws of this chapter of the National Junior Beta Club may be amended by a majority vote (two-thirds) of the active membership, provided such proposed amendment is placed before the club at a previous meeting.