

# A Checklist for National Junior Honor Society Chapters

The following checklist can help you as a new NJHS adviser manage your chapter smoothly throughout the year. Review this checklist at the beginning of the year and use it throughout the year to keep on top of your chapter management tasks. Contact the national office for questions that may arise from your review.

o **ADVISER RESOURCE CENTER:** Using your adviser login, access the [Adviser Resource Center](https://www.njhs.us/advisers/adviser-resource-center/) and familiarize yourself with the NJHS (National Junior Honor Society) [Handbook](https://www.njhs.us/advisers/adviser-resource-center/njhs-handbook/), [NJHS Constitution](https://www.njhs.us/about/constitution-governance/njhs-national-constitution/) and sample forms and letter templates.

**The handbook and constitution are the national governing documents to which all chapter policies, procedures, and practices must adhere.**

o **BYLAWS**: Does your chapter have its chapter bylaws developed and available to all chapter members and their parents? See the [sample bylaws template](https://www.njhs.us/advisers/adviser-resource-center/new-chapters-new-advisers/) in the Adviser Resource Center. Have the bylaws been made available to your principal and all faculty council members? When was the last time the bylaws were updated?

o **FACULTY COUNCIL**: Has the 5-member faculty council been selected and approved by the principal for the year? The adviser serves as the sixth nonvoting member of this body. Per Article VII of the NHS Constitution, no principal or assistant principal can serve as a member of the faculty council or cast votes for selection or disciplinary action.

o **PUBLISH**: Is a description of your local selection procedure published and widely available (per Article IX) for all students, parents, and faculty? A sample description is available in the [Adviser Resource Center.](https://www.njhs.us/advisers/adviser-resource-center/)

o This description can be published on the school website or school handbook. It must be available year-round and accessible to all students, parents, and faculty.

o **MEETINGS**: Have you scheduled regular meetings for the chapter, including your induction ceremony/ies for the year, and informed the members of this schedule and their responsibility to attend?

o **OFFICER ELECTIONS:** The officers of the chapter, their method of election, and duties are determined by the chapter members. Have your members reviewed and approved the chapter’s election procedures and officer duties?

o **CHAPTER SERVICE**: Has the chapter planned the required annual chapter service project for the current school year? (See the [Student Project Database](https://www.njhs.us/student-project-database) for ideas.)

o **INDIVIDUAL SERVICE**: Have members been informed about their obligation to engage in individual service projects for the current year? These requirements should be provided to all members in writing.

o **ANNUAL SURVEY** (the national survey of Honor Society advisers): Did you complete the annual online survey for the national office by the June 30 deadline? The survey is posted starting in April and closes June 30 each year.

For additional information, please contact the national office by email (NJHS@NJHS.us) or phone (800-253-7746).