

HEBRON NATIONAL JUNIOR HONOR SOCIETY

To Whom It May Concern,

The following paper describes the election process and to whom may apply. Please note that all members may run for office.

When you complete an application to run for an office, please do so because NJHS is something special to you. NJHS affects many people in profound ways, and wanting the responsibility to run it is something that should be taken with a great amount of confidence and desire to do your best at it. In order for you to complete your application for an office, you will need to complete an election application and turn in by April 8th.

You will also need to read over the guidelines for campaigning. All campaigning should be positive. Any negative campaigning by you or anyone that is campaigning for you could result in a disqualification from the election process. You may campaign starting April 9th and campaigning ends on the day we vote, April 15th. You must take all your posters, ETC. down by April 16th.

The following page explains the officer's responsibilities. Make sure you read it over closely and are willing and able to handle those tasks. If you have any questions about them, or anything else in this election process, please ask me immediately.

Sincerely,

NJHS Advisor,
Mr. Dan Pastrick

National Junior Honor Society Election Process

NJHS members in 7th grade interested in running for office of the National Junior Honor Society must complete and submit the election application (found on google classroom) no later than April 8th.

Goal/Purpose of NJHS:

The purpose of this organization shall be: to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, to encourage good citizenship in the students of our chapter, and to instill in our members a strong passion and concern for our community.

Election Procedure

1. Approximately five current members from the 7th grade will be elected as officers.
 - a. Students only run for a general office and not a specific title.
 - b. The number of officers elected will be determined by the sponsor, who will determine the number elected based on how many students run for office.
2. Any student running for any office is required to complete the election application and submit it by the deadline. The completed application will be posted outside Mr. Pastrick's door so that current members may at any time re-read each candidate's goals.
3. All candidates that turned in the election application on time and complete will then be able to campaign for him / herself until the election. Campaigning will occur between the days of April 9th to the 15th. Elections will be held April 15th. Voting will be done through google classroom on a google form, and only available to those in 6th, 7th and current officers.
4. The application is found online, www.hebronnjhs.weebly.com, although hard copies may be available too.
5. The winners will be announced by the end of the day on April 15th; however, they will be notified by the sponsor prior to this announcement.

Vacancies, Not Enough Candidates, ECT.

1. In the case that a position is left open, an officer resigns/quit/is forced out, or any other unforeseeable action that leaves a office's position open, the current NJHS officers will meet the sponsor and hold an emergency meeting with all current members. At this point, we will ask for any members that are interested in filling this position to apply and from there we will hold another meeting soon after (not to exceed 3 days) to hear a speech from that person and then vote immediately afterwards.
2. Vacancies will only be filled in the case of 4 or less officers.

Officer Requirements:

1. Officers are expected to help organize and run monthly meetings.
 - a. Any preparations or materials needed for the meeting should be gathered and ready to be used for the meeting.
 - b. Prepping for speaking parts, displays, ETC. should be conducted prior to each meeting.

2. ALL officers are expected to help at most, if not all, NJHS events and activities. They are expected to go above and beyond the call of duty at all times.

3. Officers are expected fulfill their duties as follows, and to go above and beyond these:
 - i. Fulfill the above requirements.
 - ii. Lead the monthly meetings.
 - iii. Help organize, create, lead or participate on committees as needed.
 - iv. Help advertise and/or publicize all NJHS events.
 - v. After each event, tally money raised or spent.
 - vi. Make sure events are covered by the media.
 - vii. Take detailed notes of each meeting.
 - viii. Update our NJHS records during the summer (upon election).
 - ix. Create a slideshow highlighting our year's events and accomplishments.

4. **Officers must be able to be enrolled in Mr. Pastrick's Leadership Class.** If you are unable to be in his Leadership Class with Mr. Pastrick, your title as officer will be removed since you will be unable to fulfill the duties required. This class is where the majority of our prep work is done for events and it is critical for the future officers.

5. Any and all of the information listed in this application is subject to the sponsor's interpretation and discretion. They are also expected to be knowledgeable of the organization's events/activities and should always fulfill the duties required of them. Failure to do so will result in removal from that office.