



Guidelines for the Lutheran Junior Honor Association

The guidelines for procedures of this organization have been written and approved by the Lutheran Junior Honor Association Task Force in May 2020. Chapter advisors and school principals are asked to review this document. Copies may be made for chapter members as a reference for all members if needed. If you have any questions, please contact Denise Rice at denise.rice@lea.org.

Part I: Name of Organization

- Lutheran Junior Honor Association

Part II: Responsibility of Sponsoring Organization and Its Task Force

- Lutheran Education Association (LEA), as the sponsoring organization, will control this organization according to these guidelines and the future recommendations of the Lutheran Junior Honor Association Task Force.
- Lutheran Education Association's Task Force will approve school chapters and maintain a database of chapters and their activities.
- Lutheran Education Association will provide a yearly certificate of membership for each charter.
- Lutheran Education Association will set and collect a chartering fee and for years after, an annual affiliation fee.
- Lutheran Education Association's Task Force will advise principals and chapter advisors regarding policies and procedures.
- Lutheran Education Association will provide an area on its website for ideas from LEA and other chapters, as well as for chapters to communicate with each other.
- Lutheran Education Association's Task Force will provide other timely communications as needed.

Part III: Local Chapters

- Any Lutheran School may apply for membership.
- Each chapter shall pay a chartering fee to be determined by LEA. *As of April 2020, the fee is \$150.00.*
- Each chapter shall pay an annual affiliation fee after the first year. *As of April 2020, the fee is \$75.00.*
- Chartered school chapters shall conform to these guidelines. Failure to do so may result in the loss of the charter.

Part IV: The Principal

- The principal reserves the right to approve all activities and decisions of the school chapter.
- The principal shall appoint a minimum of three members of a Faculty Panel to advise the Faculty Advisor. These members are apart from the chapter advisor. In smaller schools, this number may be adjusted upon consultation with the LEA Task Force.
- The principal shall appoint a chapter advisor. The principal may serve as the chapter advisor.
- The principal is responsible for helping create chapter policies that are in accordance with these guidelines. This should be done in consultation with the chapter advisor and Faculty Panel.
- The principal is responsible for filing the Chapter Policies with LEA and its Task Force.
- The principal is responsible for having the school pay chartering fees and affiliation fees to LEA.

Part V: The Chapter Advisor

- The chapter advisor is responsible for following the guidelines of the LJHA.
- The chapter advisor will develop a program schedule and outline of activities.
- The chapter advisor is responsible for identifying potential members, providing information necessary for selection, collecting information, and providing names of people seeking selection to the Faculty Panel.
- The chapter advisor is responsible for members and supervision of activities of the chapter.
- The chapter advisor will design and ensure that the school holds an induction service for members.
- The chapter advisor will ensure that chapter members understand the expectations of LJHA and that they represent Lutheran ethos and academic excellence with the school and serve as good role models for the student body.
- The chapter advisor will determine the role of the LJHA officers and conduct the election of officers.
- The chapter advisor shall maintain files on membership, chapter history, and activities.
- The chapter advisor will review members to ensure compliance with chapter rules and regulations. Members not in compliance will be referred to the faculty panel for discussion and discipline.
- The chapter advisor will be an ex-officio member of the Faculty Panel.
- The chapter advisor will file a yearly report of the number of members and chapter activities to LEA in a timely manner.

Part VI: The Faculty Panel

- The Faculty Panel will consist of a minimum of three faculty members and the chapter advisor (ex officio). In smaller schools, this number may be adjusted upon consultation with the LEA Task Force.
- The Faculty Panel will meet with the chapter advisor to create the rules and procedures of the chapter.
- The Faculty Panel will meet at least once a year to review the procedures of the chapter and select members.
- The Faculty Panel will meet, if needed, for disciplinary actions or dismissal of members.

Part VII: Membership

- Membership in the Lutheran Junior Honor Association is an honor bestowed upon deserving individuals.
- Selection for membership is by Faculty Panel based on discipleship, service, leadership, and scholarship.
- Selected members have the responsibility to continue to demonstrate these qualities.

- Members who transfer to another Lutheran school and provide a letter from the principal or chapter advisor to the new school advisor shall be accepted as a member of the new school's chapter.
- Members placed on probation have one semester to meet chapter requirements.
- Members who are dismissed are never again eligible for membership in LJHA.

Part VIII: Selection of Members

- Membership is available to any student that meets chapter requirements, in a chartered Lutheran school, that is in fifth, sixth, seventh, or eighth grade.
- The minimum standard for scholarship shall be a cumulative scholastic average of at least an 85% or the equivalent standard of excellence. Candidates shall then also be evaluated based on discipleship, service, and leadership.
- Selection of members shall be by a majority vote of the faculty panel. Prior to the announcement of new members, the chapter advisor shall review with the principal the results of the faculty panel decisions.
- Both selected and nonselected students shall be notified of decisions.
- Decisions of the school faculty panel are final. There is no appeals process. Students may reapply the next year if they are still eligible.
- Lutheran Education Association and/or its Task Force will not review the decisions of individual chapter selection of members and are not responsible for those decisions.

Part IX: Discipline and Dismissal

- Members who fall below academic or chapter standards will be warned by the chapter advisor.
- Members have one semester to become in compliance.
- Members who do not meet the membership standards at the end of that semester will be dismissed.
- Lutheran Education Association and/or its Task Force will not hear any appeals in a dismissal from membership.

Part X: Chapter Officers

- The officers, their method of election, and their duties shall be determined by the school advisor in consultation with the Faculty Panel.
- Lutheran Education Association's Task Force recommends that a chapter chaplain be elected each year.

Part XI: Meetings and Activities

- Each chapter shall have regular meetings and activities during the school year in accordance with school policy and procedures.
- The meetings shall be led by chapter officers.
- Each chapter shall perform at least two service projects a year
- All members shall participate in service projects.

Part XII: Chapter Policies

- Each chapter shall write policies to amplify these guidelines.
- Policies do not need to be approved by the Lutheran Education Association and/or its Task Force but must be consistent with these guidelines.
- Policies will contain information concerning membership selection, duties of officers, schedule of meetings, and member obligations.
- Chapter Policies will be filed with the Lutheran Education Association Task Force.