

**June 15<sup>th</sup> , 2017**

Avon High School National Honor Society-Constitution and Bylaws

**NATIONAL HONOR SOCIETY CONSTITUTION**  
**AVON HIGH SCHOOL CHAPTER**

**Article I. Name and Purpose**

Section 1. The name of this organization shall be the Avon High School Chapter of the National Honor Society.

Section 2. The purpose of this organization shall be to foster enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to develop character in the students of Avon High School.

Section 3. The Avon High School Chapter of the National Honor Society shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA, 20192- 1537.

**Article II. 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 member(s) of the faculty as Chapter Advisor(s), who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five faculty members, who may serve consecutive terms.

Section 4. The principal shall appoint an alternate member to the Faculty Council to vote in the absence of a current member.

Section 5. The principal shall be a part of the local school board district appeal process for non-selection or dismissal cases.

**Article III. The Chapter Advisor**

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

Section 2. The Chapter Advisors shall maintain files of membership, chapter history, activities, and financial transactions.

Section 3. The Chapter Advisors shall regularly review each member for compliance with Society standards and obligations.

Section 4. The Chapter Advisors shall help the chapter officers understand and carry out their duties.

Section 5. The Chapter Advisors shall be ex-officio, non-voting, members of the Faculty Council.

Section 6. The Chapter Advisors shall be members of the faculty, appointed annually by the principal and may serve consecutive years.

## **Article IV. Faculty Council**

Section 1. The Faculty Council shall consist of at least five representatives of the Avon High School faculty. The Chapter Advisor(s) shall be ex-officio, non-voting, member(s) of the Faculty Council. No principal or assistant principal shall 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 Faculty Council shall meet as needed to review the procedures of the chapter, to select members, and to consider dismissal, non-selection, warning cases, and other disciplinary actions.

Section 4. The Faculty Council shall develop and revise, when necessary, all chapter procedures for selecting, disciplining, and dismissing members, all of which must remain in compliance with national guidelines. Any and all additions, deletions, and modifications shall be reported to the principal.

## **Article V. Membership**

Section 1. Membership in the Avon Chapter, as in all National Honor Societies 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, members have the responsibility of continuing to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, 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, NHS advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purpose of the National Honor Society. Honorary members shall have no voice or vote in Chapter affairs.

Section 4. Candidates are inducted as members at a special ceremony.

Section 5. Members who are seniors in good standing are eligible to be nominated by the Avon Chapter to compete in the NHS Scholarship Program.

Section 6. A NHS member who transfers from another school and presents a letter from the former principal or Chapter Advisor to the Avon Advisor shall be accepted automatically as a member of the Avon Chapter. Transfer students must then meet the Avon Chapter's standards within one semester in order to retain membership.

Section 7. Members who resign or are dismissed are never again eligible for NHS membership or its benefits.

## Article VI. Selection of Members

Section 1. To be eligible for membership, candidates must be members of the junior or senior class attending Avon High School and have been in attendance at Avon High School for the equivalent of one semester.

Section 2. Candidates must have a cumulative GPA (our weighted grading system) established by the Faculty Council of 3.40 on a 4.0 scale. All averages pertaining to the National Honor Society will be determined by the weighted GPA. Candidates shall then be evaluated on the basis of service to community and classroom, leadership skills, social character and academic character.

Section 3. The selection of each member to the Avon Chapter shall be by a majority vote of the Faculty Council and/or by consent in accordance with the bylaws.

Section 4. The selection procedure shall be established by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society. A description of Avon's selection procedure is published in the student handbook, online, and in the bylaws. It shall be available to any persons requesting a copy.

Section 5. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding the selection of individual members to local chapters.

## Article VII. **Dismissal**

Section 1. The procedure for dismissal shall be determined by the Faculty Council in compliance with the rules and regulations of the National Honor Society. A description of Avon's dismissal procedure is published in the student handbook, online, and in the bylaws. It shall be available to any persons requesting a copy.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter Advisors. They will also be given a reasonable amount of time to correct the deficiency except that in the case of a flagrant violation of school rules or of the law, when a member does not necessarily have to be warned.

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council.

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. The member who has been dismissed may appeal (within five school days) the Faculty Council's decision with a hearing before the Faculty Council, Advisors, and the Avon High School Principal. If further

recourse is sought, continuance will be under the same rules that are used for disciplinary appeals in the school district.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

Section 8. Conduct unbecoming of a NHS member will be reviewed by the Faculty Council and appropriate actions will be taken.

Section 9. In the event of a serious violation of one or more of the pillars of the National Honors Society all members are obligated to inform Chapter advisors of the incident within a timely manner.

#### **Article VIII. Chapter Officers**

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the Avon Chapter, approved by the Faculty Council and the principal, and described in the Chapter bylaws.

#### **Article IX. Executive Committee**

Section 1. The Executive Committee of the Avon Chapter of the NHS shall consist of the Officers of the Avon Chapter and the Chapter Advisors.

Section 2. The Executive Committee shall have general supervision of the affairs of the Chapter between its business meetings, make recommendations to the Chapter, and determine and perform such other duties as are specified in the Chapter bylaws. All actions and recommendations of the Executive Committee shall be subject to the review of the Chapter Membership.

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

#### **Article X. Meetings**

Section 1. The Avon Chapter shall have regular meetings during the school year on days designated by the Executive Committee and in accordance with school policy and regulations.

Section 2. The regularity of meetings shall be designated in the bylaws.

Section 3. Special meetings approved by the Executive Committee may be called by the Avon Chapter President or other designated student leader.

#### **Article XI. Activities**

Section 1. The Avon Chapter shall determine one or more service projects for each year.

Section 2. All members of the Avon Chapter of the NHS shall participate in these projects.

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 congruent with the mission statement of Avon High School, and be well planned, organized, and executed.

Section 4. Each member of the Avon Chapter shall have the responsibility for choosing and participating in other service projects that reflect his or her particular talents and interests. These projects are in addition to the chapter projects to which all members contribute.

Section 5. The Avon Chapter shall publicize its projects in a positive manner.

#### **Article XII. Official Insignia**

Section 1. This organization shall have an official emblem selected by the National Council. The emblem shall be uniform.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the National Council.

Section 3. Each active, honorary, or graduate member shall be entitled to wear this emblem.

Section 4. Any member who resigns or is dismissed shall return the emblem to the Chapter Advisors.

Section 5. The official colors of the National Honor Society shall be blue and gold.

#### **Article XIII. Bylaws**

Section 1. The Avon Chapter shall write bylaws to amplify sections of this constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the National Council, but must be consistent with the Constitution of the National Honor Society.

Section 2. The Chapter bylaws shall contain the information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

#### **Article XIV. Amendments**

This constitution may be amended at any meeting of the Avon National Honor Society Faculty Council through an affirmative vote of the majority of the members of the Faculty Council.

## **NATIONAL HONOR SOCIETY BY-LAWS**

### **AVON HIGH SCHOOL CHAPTER**

The following bylaws apply to the Avon High School Chapter of the National Honor Society and are meant to clarify the operating procedures of the chapter. The bylaws amplify the various sections of the fourteen articles in Avon's Constitution and should be read in conjunction with these guiding principles. If no clarification of the Constitution is necessary in the bylaws, the term "No clarification necessary" shall accompany the article.

#### **Article I. Name and Purpose**

The Avon High School Chapter of the National Honor Society shall be consistent with the Constitution of the National Honor Society in all instances. The bylaws shall contain specific information pertinent to the Avon High School Chapter's day-to-day governance.

#### **Article II. Principal**

The Avon High School principal has the right to review all activities and decisions of the Avon High School Chapter of the National Honor Society. This authority extends to the selection and dismissal of members. The Avon High School Principal has the right to review all activities and decisions of the Avon High School Faculty Council of the National Honor Society. In addition, the principal has the right to approve all activities and decisions of the Avon High School Chapter of the National Honor Society.

#### **Article III. The Chapter Advisor**

No clarification necessary

#### Article IV. **Faculty Council**

1. The members of the Faculty Council shall recognize that they are surrogate for the entire faculty of Avon High School.
2. The members of the Faculty Council shall be fully knowledgeable of the guidelines for the Avon Chapter, and they shall carefully follow all stated guidelines and procedures in all aspects of the Chapter's activities.
3. The Faculty Council shall meet as needed to begin the process of selecting new members and review Chapter policies.

#### Article V. **Membership**

1. Members of the National Honor Society shall continue to demonstrate the qualities upon which their selection was based, striving to provide exemplary leadership and volunteer service to Avon High School and the community.
2. All NHS members are expected to attend all scheduled meetings, including, but not limited to Chapter meetings and committee meetings. Any member who fails to attend a minimum of 80% of scheduled meetings will risk dismissal from the NHS. A member who has more than one unexcused absence from scheduled meetings will risk dismissal from the NHS.
  - i. The determination of whether or not an absence is excused is left to the discretion of the Chapter Advisor. Illness, school athletic events, and field trips are examples of acceptable excuses.
  - ii. In order to be excused, the Chapter Advisor must be notified 24 hours in advance of an absence (with the exception of illness or immediate, significant family obligation).
3. All NHS members must display exemplary character. Any act that calls a member's character into question may result in dismissal from the NHS or other disciplinary actions.
4. All NHS members must display exemplary scholarship. NHS members must maintain a cumulative weighted GPA of 3.40 (on a 4.0 scale) and a quarterly weighted GPA of a 3.40 (on a 4.0 scale) in order to maintain membership. Academic weighted GPA's will be examined at the end of each quarter and cumulative weighted GPA's will be examined at the end of each semester. NHS members who fall below the aforementioned standard shall be given one quarter in which to bring their academic standing back to the level required for membership. This accommodation will be made no more than once for any member.
5. All NHS members must perform ongoing community service.
  - a. 30 hours of school/community service must be completed each school year (3 hours per month)
  - b. The 30 hours cannot be earned as part of a project that is required by the National Honor Society or another Avon High School organization. (See Article XI – Section 4 of the AHS NHS Constitution)

- c. NHS members must provide written verification of participation in a qualifying service activity from a responsible adult to the Chapter Advisor in order to receive credit for the serviced.
- e. NHS members must complete a total 3 hours over the months of June, July and August. The hours from summer service activities will count only towards the three required number of hours **collected in the month** of September.
- f. Guidelines for service activities:
  - i. Any event whose primary purpose is to benefit the community is considered community service.
    - a. Hours aiding a staff member and signed by that APS employee. (Hours earned by a TA who is receiving credit do not count toward NHS hours.)
    - b. Unpaid tutoring that occurs outside the building attested to by the parent of the student involved.
    - c. Volunteer service for a non-profit organization (signed hours by person in charge).
    - d. Assisting elderly or disabled individuals within the Avon Community (with prior approval by NHS advisor).
  - ii. Activities that are an expected part of membership in an organization cannot be counted toward NHS service hour requirements.
  - iii. All service hours must be documented in order to qualify toward NHS service hour requirements. This includes approval of the activity, the verification of the sponsor, the timely submission of the appropriate forms, and the subsequent review of all materials by the Executive Council.
- 6. All NHS members are expected to attend NHS functions, including, but not limited to, fundraising activities, service activities, and the annual Induction Ceremony.
- 7. Annual dues for membership in the Avon Chapter of the National Honor Society shall be \$10.00 dollars payable to the Chapter Treasurer within 30 calendar days of induction.

#### Article VI. **Selection of Members**

- 1. Members are to be selected on the basis of service to community and classroom, leadership skills, social character, and academic character.
- 2. **After the first semester of** either their junior or senior year, students who meet the minimum academic requirement (Article VI- Section 2 of the constitution) will notified of their potential eligibility for membership by mail by the Avon High School principal.
- 3. Candidates who wish to be considered for membership must attend an informational meeting describing the privilege, honor, and responsibilities that are part of the National Honor Society, as well

as the process by which one becomes a member. Failure to attend will jeopardize admission. At that time, candidates will be instructed how and when to complete a Student Activity Information Form (Appendix I). In addition, each candidate will follow the process outlined below:

All **juniors**, (and seniors who transferred to Avon High School during their junior year) need at least 12 completed recommendation forms. However, students who have completed only **one semester** at AHS may obtain 1 recommendation provided that they complete the optional writing prompt at the end of the application.

Nine recommendations must come from AHS teachers.

The first nine recommendations must be from:

- a) Every AHS teacher the candidate had **the first semester of their junior (or senior) year**.
- b) Other AHS teachers of the candidates choosing.

The remaining three recommendations can be from:

- a) Any other AHS teachers of your choice;
- b) At most 1 coach;
- c) At most 1 guidance counselor or administrator;
- d) At most 1 advisor; and

ALSO:

\*\*\*\* At most 2 of these last three recommendations may come from other than APS employees.

\*\*\*\* The Faculty Council will not accept recommendations from private tutors, employers, or relatives.

Any exceptions to the above will be reviewed by the Faculty Council.

The Student Activity Information Forms are to be completed by each

candidate with all pertinent information for the following sections:

- a) Honors/Awards
- b) Clubs/ Sports
- c) Community Service
- d) Performing Arts
- e) Work Experience/Miscellaneous

Candidates will also be responsible for turning in a list of all teachers/

personnel that have been supplied with recommendation forms.

This shall be done within a designated time limit from the original meeting.

Failure to comply with this deadline may jeopardize admission.

4. The names of potential candidates will be given to all teachers. They are asked to comment, if necessary, on the academic integrity and character of any candidate about whom they may have concerns.
5. Disciplinary records of all candidates will be checked by the Chapter Advisors, and any past disciplinary action will be shared with the Faculty Council.
6. The classroom evaluation forms will be compiled and organized online for each candidate. Next the Faculty Council and the Chapter Advisors will review the online score report for the candidate (Appendix III) that lists for each category- service to community and classroom, leadership skills, social character, and academic character - all scores from the Classroom Evaluation Forms (Appendix II). If a candidate averages under a 2.65 in any one category, this will be grounds for no consideration.
7. The Faculty Council will then evaluate the Student Activity Information in the areas of leadership and service by using rubrics noted in Appendix IV and V. Scores will be averaged and then will affect the overall total average noted in Article VI Section 6 above according to the following rubric:

Average	Pt. Addition/ reduction to average total
4	+.2
3.5	+.15
3	+.10
2.5	+.05
2	+0
1.5	-.05
1	-.1
.5	-.15
0	-.2

Those candidates who achieve an average of 3.20 or above, after this process, will be among the students selected for Membership.

8. The Principal of Avon High School shall notify all candidates in writing of the decision made by the Faculty Council.

9. The Chapter Advisory shall retain all candidacy materials and selection records for a period no less than one calendar year and shall make them available to the Faculty Council.
10. Members are publicly inducted at the annual Induction Ceremony.
11. Students may submit a written application if necessary.
12. Students who do not gain admittance during their Junior year may apply at the end of the first quarter of their Senior year.
13. Students are also encouraged to complete the supplemental writing prompt at the end of the Student Activity Information sheet. Students who have only attended AHS for one semester must complete this section.

#### **Article VII. Violations Section**

1. There shall be no such thing as “automatic dismissal” from the Avon Chapter of the National Honor Society.
2. Students may receive warning for failing to maintain the standards by which they were selected for membership. The warning shall be in the form of a letter from the Chapter Advisor. A copy of the letter will also be sent to the parents of the member, the Avon High School Principal, and the student’s guidance counselor (Please refer to Article VII- Section 2 of the Avon NHS Constitution for the situations that do not warrant any warning prior to the initiation of dismissal proceedings).
3. Failure to maintain the required academic standing will result in the member being placed on probation for a period of one quarter. If, at the end of that quarter, the deficiency has not been corrected, the Chapter Advisor(s) will initiate dismissal proceedings.
4. As indicated in Article V – Section 5 – Subsection d of the bylaws, any member who fails to address service deficiencies after the first warning (and subsequent penalty) will risk dismissal.
5. Members are allowed a single warning for minor infractions. If a second infraction takes place after the initial warning, notification of the initiation of dismissal proceedings will be sent to the student along with details regarding preparation for the hearing.
6. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. After the council is notified of the initiation of dismissal proceedings, the student will be notified as to the date of the hearing at which the proceedings for dismissal will take place. The student may bring an appropriate advocate (an unrelated teacher, coach, administrator, or guidance counselor employed by APS. Any exceptions will be reviewed by the Council before the hearing).
7. The Faculty Council shall meet, in closed session, to discuss the details of the pending dismissal and vote on whether or not to dismiss the member.

8. The Faculty Council shall meet, in closed sessions, to discuss any infractions and their consequences.
9. The decision of the Faculty Council will be communicated in writing to the member, the parents of the member, the Avon High School Principal, and the national secretary of the National Honor Society.
10. The member may appeal the Faculty Council's decision with a hearing before the Faculty Council and the Avon High School Principal within five school days. Further recourse will be through normal appeals for discipline in the Avon High School system.
11. The Faculty Council and the Avon High School Principal shall meet, in closed session, to make the decision.
12. Students who are dismissed are never again eligible for membership in the National Honor Society.
13. Resignation from the Avon Chapter of the National Honor Society shall be done writing. Verbal resignations are insufficient to terminate membership.

#### **Article VIII. Chapter Officers**

1. The offices of the Avon Chapter of the National Honor Society, their respective duties, and the method of their election shall be posted prior to elections.
2. Elections of officers shall take place no later than two months following the Induction Ceremony.
3. The officers of the Avon Chapter of the National Honor Society shall be President, Vice President, Treasurer, Secretary, Public Relations Officer, President- Elect, Vice President- Elect, Treasurer- Elect, Secretary- Elect, and Public Relations Officer- Elect.
4. Members must be seniors in good standing to be eligible to hold the Office of President, Vice President, Treasurer, Secretary, and Public Relations Officer.
5. Members must be juniors in good standing in order to be eligible to run for President- Elect, Vice President, Elect, Treasurer- Elect, Secretary- Elect, and Public Relations Officer- Elect.
6. Members who have successfully served as an officer- elect will automatically be installed in that office after the preceding officer has graduated.
7. It shall be the duty of all officers and officers- elect to attend all NHS meetings and Executive Council meetings.
8. It shall be the duty of officers-elect to work with the current officers to ensure a smooth transition from one year to the next.
9. Election for officers- elect:
  - a. Members shall be nominated to a particular office by another member of the chapter.
  - b. Members may accept multiple nominations to different offices.
  - c. Officers will be elected by written ballot.

- d. A candidate who is elected to more than one office shall choose a single office to hold and the runner-up in the office that is not chosen shall be elected to that position.

10. Responsibilities of Officers:

- a. President: The President of the Avon High School Chapter of the National Honor Society shall:
  - i. Prepare the agenda for all meetings with advise from the Executive Council.
  - ii .Confirm the agenda with the Chapter Advisor one week prior to the meeting (with the exception of emergency meetings).
  - iii. Preside at all meetings of the Avon High School National Honor Society
  - iv. Be aware of parliamentary procedure and use it accordingly at chapter meetings.
  - v. Appoint necessary committees and delegate leadership responsibilities.
  - vi. Serve as an ex-officio member on all NHS committees.
  - d
  - viii. Meet regularly with the Chapter Advisor to discuss the progress of ongoing projects.
  - ix. Write and deliver a speech on the goals and achievements of the National Honor Society at the Induction Ceremony.
  - x. Conduct the actual induction of new members at the Induction Ceremony.
  - xi. Maintain a record of actions taken during his/her tenure to be passed onto the President- Elect.
  
- b. Vice President: The Vice President of the Avon High School Chapter of the National Honor Society shall:
  - i. Preside at all meetings and perform all duties of the President in the President's absence.
  - ii. Assist the President in maintaining order at chapter meetings.
  - iii. Be aware of parliamentary procedure and call the President's attention to irregularities in procedure during chapter meetings.
  - iv. Coordinate the activities of committees, all leadership projects, and group service projects.
  - v. Plan and preside at the Induction Ceremony.
  - vi. Write and deliver a speech on Service at the Induction Ceremony (including a synopsis of group service projects performed by the chapter).
  - vii. Maintain a record of service hours completed by members and report deficiencies to the Chapter Advisor.
  - viii. Serve the remaining term of the President if he/she is removed from office or resigns.

- ix. Maintain a record of actions taken during his/her tenure to be passed onto the Vice President- Elect.
- c. Secretary: The Secretary of the Avon High School Chapter of the National Honor Society shall:
  - i. Keep accurate, complete minutes of all general and executive meetings.
  - ii. Keep accurate, complete attendance records of all meetings.
  - iii. Keep a proper file of all incoming and outgoing correspondence.
  - iv. Assist the Chapter Advisor with all official chapter correspondence.
  - v. Prepare any necessary chapter reports.
  - vi. Protect any/ all records of the chapter.
  - vii. Keep and update calendars of all chapter events for the school year.
  - viii. Keep an updated roster of all current chapter members and inductees, including addresses, home telephone numbers, and email addresses.
  - ix. Prepare any announcements that concern full chapter meetings or chapter activities.
  - x. Assist the Chapter Advisor in maintaining an up-to-date collection of all necessary forms and documents on the Avon NHS website.
  - xi. Write and deliver a speech on Scholarship at the Induction Ceremony.
  - xii. Maintain a record of all committee reports.
  - xiii. Maintain a record of actions taken during his/her tenure to be passed onto the Secretary- Elect.
- d. Treasurer: the Treasurer of the Avon High School Chapter of the National Honor Society shall:
  - i. Receive and account for all money that comes into the chapter treasury.
  - ii. Maintain an accurate and timely record of all chapter expenditures.
  - iii. Chair all fundraising activities of the chapter.
  - iv. Assist the Chapter Advisor in preparing a statement of estimated receipts and expenditures for the school year.
  - v. Pay out all funds on authorization of the Executive Council.
  - vi. Assist the Executive Council in an annual audit of all financial records.
  - vii. Report on the financial status of the chapter at each NHS meeting.
  - viii. Write and deliver a speech on Leadership at the Induction Ceremony.
  - ix. Maintain a record of actions taken during his/her tenure to be passed onto the Treasury-Elect.

- e. **Public Relations Officer:** The Public Relations Officer of the Avon High School Chapter of the National Honor Society shall:
  - i. Record the activities of the chapter through photographs, video, newspapers, clippings, written reports, and online media.
  - ii. Communicate all service opportunities to the chapter membership.
  - iii. Assist the Chapter Advisor in maintaining a web page or Facebook to showcase the activities and members of the chapter and update its contents at least bi-weekly.
  - iv. Assist the Chapter Advisor in preparing news releases related to NHS activities and achievements.
  - v. Write and deliver a speech on Character at the Induction Ceremony.
  - vi. Assist the Chapter Advisor in preparing material for the yearbook and the school newsletter.
  - vii. Maintain a record of actions taken during his/her tenure to be passed onto the Public Relations Officer Elect.

f. In the event that the Vice President, Secretary, Treasurer, or **Public Relations Officer** is removed from office for disciplinary reasons, failure to perform his/her duties as described in this document, or by resignation, the Executive Council shall have the authority to appoint a replacement to serve out the remainder of the term.

11. Resignation or Dismissal of Officers:

- a. In the event that the President is removed from office for disciplinary reasons, failure to perform his/her duties as described in this document, or by resignation, the Vice President shall serve as President for the remainder of the term.
- b. In the event that the Vice President, Secretary, Treasurer, or Public Relations Officer is removed from office for disciplinary reasons, failure to perform his/her duties as described in this document, or by resignation, the Executive Council shall have the authority to appoint a replacement to serve out the remainder of the term.
- c. Officers who fail to honor their responsibilities will receive an initial warning from the Chapter Advisor. In the event of further infractions, the officer may be removed from the position.
- d. Officers who have been removed from their position may appeal the decision in person to the faculty council.

#### Article IX. **Executive Committee**

1. The Executive Committee shall prepare a schedule of meetings for the school year prior to the end of the first full week of school.
2. The Executive Committee shall prepare an annual report to be submitted to the National Council of the National Honor Society, as needed.
3. The Executive Committee shall appoint, as needed, an auditing committee to audit all accounts of the treasurer annually.

#### Article X. **Meetings**

1. Regular meetings of the chapter shall be held monthly during the school year. Meetings shall take place at a time and location to be determined by the Executive Committee.
2. Regular meetings of the Executive Committee shall be held monthly during the school year. Meetings shall take place at a time and location to be determined by the Executive Committee.
3. Committee meetings shall be scheduled by the Committee Chairperson as needed.
4. Attendance at all meetings and the annual Induction Ceremony are required for all members.

#### Article XI. **Activities**

No clarification necessary.

#### Article XII. **Official Insignia**

No clarification necessary.

#### Article XIII. **Bylaws**

No clarification necessary.

#### Article XIV. **Amendments**

No clarification necessary.





**List and describe community service activities in which you have participated and note any major accomplishments. For example: religious groups, scouts, drives. Do not include Civic Virtue projects in your list. Be sure that your time commitment is clear and that you include signatures to verify your participation.**

### **COMMUNITY SERVICE**

Organization	Service Timeline and Hours of Involvement	Leadership Position(s)/ Significant Accomplishment(s)	Official Signature and Phone Number

### **DRAMA**

**Describe involvement both within and outside of school. Be sure to indicate time commitment, signatures, and phone numbers for grades 9, 10, and 11.**

Organization	Service Timeline and Hours of Involvement	Leadership Position(s)/ Significant Accomplishment(s)	Official Signature and Phone Number



## **SUPPLEMENTAL WRITING PROMPT**

**Please, provide any additional information that supports your application.**



## Appendix II

### Avon High School National Honor Society Evaluation Form

Applicant Name: \_\_\_\_\_

<b>Instructions to Evaluating Teacher:</b>	<b>Truly Outstanding</b>	<b>Above Average</b>
<p>Please consider the degree to which the following abilities and characteristics are apparent in the candidate in comparison to other students. Holistically assess the candidate's performance by circling one number for each category. <b>IF student is truly in-between indicate so.</b></p>	<p>Stands out as being one of the top students you have taught. (Top 10%)</p>	<p>Student clearly demonstrates these attributes. (Top 25%)</p>
<p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>● Positive influence in the classroom</li> <li>● Takes leadership role in group work</li> <li>● Strives to train and aid others</li> <li>● Willing to take and defend an unpopular position</li> <li>● Is able to delegate responsibilities</li> </ul>	<p><b>4</b></p>	<p><b>3</b></p>
<p><b>Service to Community and Classroom</b></p> <ul style="list-style-type: none"> <li>● Volunteers dependable assistance enthusiastically</li> <li>● Works well with others</li> <li>● Takes on difficult responsibilities willingly</li> <li>● Shows courtesy by assisting others</li> <li>● Contributes ideas that improve civic life of the school</li> </ul>	<p><b>4</b></p>	<p><b>3</b></p>
<p><b>Social Character</b></p> <ul style="list-style-type: none"> <li>● Trustworthy</li> <li>● Exemplifies desirable qualities of behavior consistently</li> <li>● Takes criticism willingly and well</li> <li>● Follows rules inside and outside of classroom</li> </ul>	<p><b>4</b></p>	<p><b>3</b></p>
<p><b>Academic Character</b></p> <ul style="list-style-type: none"> <li>● Demonstrates academic integrity</li> <li>● Exemplifies a commitment to learning.</li> <li>● Demonstrates intellectual curiosity.</li> <li>● Works in an independent and creative manner</li> <li>● Embarks upon additional work with diligence and enthusiasm.</li> <li>● Produces work of exemplary quality</li> <li>● Has powers of self-discipline as shown by application to studies</li> </ul>	<p><b>4</b></p>	<p><b>3</b></p>



## APPENDIX IV

AVON HIGH SCHOOL  
NATIONAL HONOR SOCIETY  
FACULTY ADVISORY COUNCIL

### SERVICE RUBRIC

CANDIDATE NAME:

SCORE	QUALIFICATIONS
4	Candidate has volunteered service in the school and/ or community, to a degree which is truly exemplary in quality and quantity; or, Candidate has volunteered service which is, in quality and/or quantity, among the top 10 % of all candidates.
3	Candidate has volunteered service in the school and/or community which is excellent in quality and quantity; or, Candidate has volunteered service which is, in quality and/or quantity, among the top 25% of all candidates.
2	Candidate has volunteered service in the school and/or community which is similar in quality and/or quantity to the average of all candidates.
1	Candidate has volunteered some service in the school and/or community about but not for significant periods of time; or, candidate has volunteered service which demonstrates little commitment to community service.
0	Candidate has not yet volunteered service in either school or community.

## APPENDIX V

AVON HIGH SCHOOL  
NATIONAL HONOR SOCIETY  
FACULTY ADVISORY COUNCIL

### LEADERSHIP RUBRIC

CANDIDATE NAME:

SCORE	QUALIFICATIONS
4	Candidate has demonstrated exemplary leadership qualities while serving as a class officer, a leader of clubs and/or sports teams, a supervisor in a paid employment position, a leader and founding member of a school or community organization, and/or other formal leadership positions.
3	Candidate has some experience in a formal leadership role, and/or has played a significant, but unofficial, leadership role in a school or community activity; or, has worked effectively as a founding member of a school or community organization.
2	Candidate has not served in a leadership role, but has consistently worked with leadership figures in an effective manner to achieve organization or activity goals.
1	Candidate has been a member of organization, clubs or teams, but has not served in a leadership role, and has not worked consistently or effectively with leadership figures.
0	Candidate has not yet demonstrated observable leadership activities; or, candidate has held a leadership position irresponsibly.

## “APPENDIX VI”

### NATIONAL HONOR SOCIETY COMMUNITY SERVICE

Each student is responsible for a minimum of three hours of community service per month during the school year. These hours will be monitored. Extra hours in any month will not count towards the next month's service. The activities that will qualify for community service hours are service activities that are not related to **NHS**.

These include but are not limited to:

- Hours aiding a staff member and signed by that APS employee (not a TA who is receiving credit).
- Unpaid tutoring that occurs outside the building attested to by the parent of the student involved.
- Volunteer service for a non-profit organization (signed hours by person in charge).
- Assisting elderly or handicapped (with prior approval by **NHS** advisor).
- **NHS** often receives special requests. **These will be posted on the Facebook page by the Public Relations Officer.**

To report the activity the student must present a proof of their service to the Vice President of **NHS** at **each monthly chapter meeting**.

- If the monthly meeting is cancelled, the student must present the hours at the following month's meeting.
- The Vice President will keep the forms for two months.

If the student does not hand in their community service for one month, **they must complete the service the following month**. If the student does not complete these hours after the one month period, then the student's name will be submitted to the faculty council of the **NHS** for further review and possible dismissal.