

**NATIONAL HONOR SOCIETY**

**ROSCOE CENTRAL SCHOOL**

**VERLYNN R. HILL/WILLIAM JONES**

**CHAPTERS**

**BY-LAWS**

**NATIONAL HONOR SOCIETY  
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**ARTICLE I  
NAME AND PURPOSE**

**SECTION 1**

The name of this organization shall be the Roscoe Central School National Honor Society; Verlynn R. Hill Chapter and William Jones Chapter. All references to the Verlynn R. Hill Chapter and William Jones Chapter shall hereafter be referred to collectively as the RCS Chapters.

**SECTION 2**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

**ARTICLE II  
THE PRINCIPAL**

**SECTION 1**

The principal(s) shall reserve the right to approve all activities and decisions of the chapters.

**SECTION 2**

The principal(s) shall annually appoint a chapter advisor(s) and faculty council, who may serve consecutive terms. (The Faculty Council is not to include the advisors or administration.)

**SECTION 3**

The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

**ARTICLE III  
THE CHAPTER ADVISOR(S)**

**SECTION 1**

The chapter advisor(s) shall be responsible for the direct day-to-day supervision of the chapter and maintain files on all members.

**SECTION 2**

The chapter advisor(s) shall coordinate all activities and financial transactions.

### SECTION 3

The chapter advisor(s) shall notify the Faculty Council of eligibility concerns in relation to Honor Society standards and obligations on a quarterly basis.

### SECTION 4

The chapter advisors shall help the chapter officers understand and carry out their duties.

## ARTICLE IV FACULTY COUNCIL

### SECTION 1

The Faculty Council shall consist of five faculty members appointed annually by the principal.

### SECTION 2

The Faculty Council shall meet at least once a year or as often as needed to select members and to consider dismissal, non-selection and warning cases.

### SECTION 3

The Faculty Council shall review each member for compliance with Society standards and obligations on a quarterly basis.

## ARTICLE V MEMBERSHIP

### SECTION 1

Participation as a member in the Roscoe Central School Chapters of the National Honor Society is both a distinctive honor as well as a mature and important responsibility. Those students who are selected for membership by the faculty committee are expected to continually demonstrate the highest of standards in the areas of scholarship, leadership, character, and service.

### SECTION 2

Only those students selected by the Faculty Council based on the RCS selection criteria may apply for membership in the National Honor Society. (Selection Procedure & Criteria Article X)

### SECTION 3

Membership shall be known as active and graduate. Active members shall become graduate members upon graduation from RCS. Graduate members shall have no voice or vote in chapter affairs.

#### SECTION 4

The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, or citizens in recognition of outstanding service rendered the school in keeping with the purpose of the National Honor Society.

#### SECTION 5

New members shall be inducted at an induction ceremony.

#### SECTION 6

Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

#### SECTION 7

A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the RCS chapter must meet these standards within one semester in order to retain membership. Any student leaving RCS will have to meet the requirements of the school to which they are transferring.

#### SECTION 8

Members who resign or are dismissed from a chapter are never again eligible for membership or benefits of that chapter.

### ARTICLE VI ELECTION OF OFFICERS

#### SECTION 1

Officers shall be elected prior to the transition period by the simple majority of votes cast. (In other words, the candidate with the highest number of votes is elected). All eligible members may vote.

### ARTICLE VII OFFICERS' RESPONSIBILITIES

#### SECTION 1

##### A. President

1. Runs meetings
2. Calls/ Cancels meetings with the advisor
3. Is member ex-officio of all functioning committees

##### B. Vice President

1. Assumes all responsibilities in the absence of the President
2. Oversees work of committees and records hours for individual member service projects

##### C. Secretary

1. Records minutes
2. Keeps and records and correspondences

3. Is in charge of publicity
  4. Keeps attendance records
- D. Treasurer
1. Maintains all financial records
  2. Pays bills
  3. Receives and deposits monies
  4. Reports to the members all transactions

## **ARTICLE VIII MEETINGS**

### **SECTION 1**

The RCS Chapters will meet at the beginning of each school year to determine the time and place of all meetings.

### **SECTION 2**

Meetings shall be held as determined by the members and at the discretion of the Advisor(s), but are recommended to occur on a monthly basis.

### **SECTION 3**

Members must attend meetings regularly. Members are also required to attend the Annual Induction Ceremony.

## **ARTICLE IX ACTIVITIES**

### **SECTION 1**

Each chapter shall determine one or more service projects for each year.

### **SECTION 2**

All members shall regularly 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 appropriate and educationally defensible; and be well planned, organized, and executed.

### **SECTION 4**

Each member should be encouraged to choose and participate in an individual service project which reflects their particular talents and interests. This is in addition to the chapter projects to which all members contribute.

### **SECTION 5**

Each chapter shall publicize its projects in a positive manner.

## ARTICLE X SELECTION PROCEDURE

### SECTION 1

Immediately following the second marking period, the Guidance Office will compute cumulative averages for students to determine academic eligibility of candidates.

For the Jr Honor Society, the minimum standard for scholarship shall be a cumulative scholastic, unweighted average of 88.0. No rounding will occur. Junior Honor Society calculations will be an unweighted cumulative average, beginning in the 7<sup>th</sup> grade up until the second marking period of the year in which the student applies. (Note: Final exams are a portion of a student's final course average, so will count in the unweighted cumulative average.)

For the Sr Honor Society, the minimum standard for scholarship shall be a cumulative scholastic, weighted average of 90.0. No rounding will occur. Senior Honor Society calculations will be a weighted cumulative average, beginning in the 9<sup>th</sup> grade up until the second marking period of the year in which the student applies. (Note: Final exams are a portion of a student's final course average, so will count in the weighted cumulative average.)

### SECTION 2

After meeting the eligibility requirements outlined in Section 1 above, candidate names will be given to Principal for discipline clearance. Multiple office referrals and/or detentions, or any suspensions for behavior are not acceptable for RCS Chapter candidates. Candidates who fall into these categories will be removed from the list.

### SECTION 3

Candidates who are eligible based on the criteria met in sections 1 and 2 above will be notified and required to complete an application provided by the advisor(s). A strict due date for completed application will be adhered to. Students who fail to turn in applications by the due date will not be included in the rest of the selection process.

### SECTION 4

All RCS faculty members will be asked to review in writing, all candidates on the basis of leadership, character, and service. Student files of candidates who receive negative comments may be reviewed by the Faculty Council.

### SECTION 5

After the applications and faculty reviews are received, all information on the candidates will be reviewed and discussed by the Faculty Council.

### SECTION 6

The selection of members to the RCS chapters will be by a 3/5 majority vote of the Faculty Council.

### SECTION 7

Students who have been nominated for induction into the RCS Chapters of the National Honor Society are contacted in writing regarding the decision of the Faculty Council. A copy of the letter will also be sent to the parent/guardian.

## SECTION 8

Students selected for membership into the RCS Chapters of the National Honor Society must attend the Induction Ceremony in order to be inducted. A student who fails to attend the induction will not be admitted unless they have a valid excuse and have informed the Advisor(s) or Principal at least one week in advance.

## SECTION 9

A description of the selection procedure shall be posted on the school website so that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

# ARTICLE XI DISMISSAL PROCEDURE

## 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 written description of the dismissal procedure shall be available to interested parties.

## SECTION 2

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor(s), will be considered on probationary status, and will be given two marking periods from the time of the deficiency to correct the deficiency. In the case of flagrant violation of school rules or civic laws a member does not necessarily have to be warned or placed on a probationary period, this could be grounds for immediate dismissal proceedings.

## SECTION 3

In the event that the student does not correct the deficiency, the advisors will refer the student to the Faculty Council for a hearing to determine whether or not the student should be dismissed. For purposes of dismissal a 3/5 majority vote is required. Written notice of such decision will be provided to the student.

## SECTION 4

In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. Written notice of the hearing date will be provided to the student. A parent or guardian may be present at the hearing with the member; however, it should be noted that the primary purpose and focus of the hearing is to allow the member to present his/her case.

## SECTION 5

A member who has been dismissed may appeal, in writing, the decision of the Faculty Council first to the principal and then follow the same rules for disciplinary appeals in the school district. The decisions made should be based on adequacy and fairness of the Faculty Council procedures.

SECTION 6

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

SECTION 7

Any member who is dismissed shall return their pin, card, certificate and any other article bearing the Honor Society emblem.

ARTICLE XII  
**AMENDMENTS**

SECTION 1

These bylaws may be amended (with prior consultation with the school administration) at any meeting of the RCS Faculty Council after discussion and 3/5 majority vote.



**Attachments: RCS Honor Society Related Forms & Letters**

Application for Consideration for Admission into Roscoe Central School Senior Honor  
Society: Verlynn R. Hill Chapter

Application for Consideration for Admission into Roscoe Central School Junior Honor  
Society: William Jones Chapter

Faculty Evaluation Forms and Recommendations

Warning Letter

Dismissal Letter

History: 1984 RCS Yearbook Dedication

APPLICATION FOR CONSIDERATION FOR ADMISSION INTO  
 ROSCOE CENTRAL SCHOOL SR. HONOR SOCIETY Verlynn R. Hill Chapter

**Directions:** Please complete all sections. Print or type all information and submit it by the published deadline. **Do not be modest.** All information will be used by the Faculty Council to assist with the fair consideration of your candidacy during the selection process. Completion of this form does not guarantee selection. Should you have questions about this form, please contact the Honor Society Advisor(s).

**I. Demographic Information**

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Grade Level

**II. Leadership Positions**

List all elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were responsible for directing or motivating others should be included. Examples: elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader. Please include the name of the adult responsible for supervising your leadership in each position.

Leadership Role	Grade Level(s)	Activity/Organization	Supervising Adult(s)

**III. Service Activities**

List service activities in which you have participated. These can be individual or group service projects done either in or out of school. Generally speaking, service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. Please be sure to list the adult supervisor who can verify your participation in each activity, and also list the estimated number of hours you invested while performing this service.

Service Activity	Grade Level(s)	Hours of Service	Supervising Adult(s)

**IV. Extracurricular Activities**

List all other school or community based activities (*not* noted above) in which you have participated for the betterment of your school or community. Include clubs, teams, musical/theatrical groups, religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, etc., and any significant accomplishments in each. Do not repeat participation already listed above. Please include the name of the Adult supervisor of each activity.

Activity	Grade Level(s)	Accomplishments	Supervising Adult(s)

**V. Work Experience, Recognition, and Awards**

Though not a specific criterion for membership, please list below any job experiences, honors, or recognition that you have received that support your candidacy for membership in the Honor Society. Work experience may be paid or volunteer.

Year	Job/Recognition/Award	Group or Activity	Length of Time Spent on Job or Activity	Supervising Adult

## **VI. Essay**

**This organization is about being an exemplary role model for others, as well as contributing a good deal of your time to volunteer service activities.**

**Write a brief essay describing the ways in which you personally can contribute to this organization, include how you think the Honor Society chapters can best serve our school and community. Explain how you will volunteer your free time to benefit your school/community and how you plan to maintain exemplary grades. Please type the essay and attach to this application form.**

**VII. Character and References**

Please name some basic values that define your character. There is no minimum or maximum number.

- 
- 
- 
- 
- 

CHARACTER REFERENCES (other than teachers, family/relatives)

Name	Telephone #
1.	
2.	

**VIII. Signatures**

I understand that completing this form does not guarantee selection to the Honor Society. I attest that the information presented here is complete and accurate. If selected, I agree to abide by the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the information provided by my son/daughter on this form and can verify that it is true, accurate, and complete.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to Honor Society Advisor(s) by:

**Late applications will not be considered. No exceptions.**

APPLICATION FOR CONSIDERATION FOR ADMISSION INTO  
ROSCOE CENTRAL SCHOOL JR. HONOR SOCIETY William Jones Chapter

Dear Student,

Thank you for your interest in The William Jones Chapter of the National Junior Honor Society. Attached to this letter you will find information about NJHS membership obligations, selection criteria, and the following application materials: one Application Form and two Teacher Recommendation forms. Please discuss your interest in NJHS with your parents. The individual service hours NJHS members must complete often require a commitment of time from parents as well as members; therefore, a parent signature is required on the application form.

Membership in NJHS is not automatic upon application. Applications, teacher recommendations, transcripts, and other school records for each applicant are reviewed and rated by the Roscoe Central School Faculty Council. The rating scale takes into account the four pillars of the NJHS – Scholarship, Character, Service, and Leadership. Be sure your application materials offer an accurate reflection of your accomplishments in each of these areas.

In order to be considered for membership in William Jones Chapter, all application materials must be submitted to the chapter advisor by **(date)**. Late applications will not be considered, so be sure to allow plenty of time to complete the process.

The Roscoe Faculty Council will review all application materials and make recommendations for membership. All applicants will be notified of the status of their application with the pinning of a carnation on **(date)**. Students who have been selected for membership in the William Jones Chapter will be invited to an Induction Ceremony to be held on **(date)** at **(time)** at **(location)**.

Thank you again for your interest in joining the NJHS, and good luck with the application process!

Sincerely,

Junior Honor Society Advisors

APPLICATION FOR CONSIDERATION FOR ADMISSION INTO  
ROSCOE CENTRAL SCHOOL JR. HONOR SOCIETY William Jones Chapter

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Scholarship:**

Your GPA will be calculated by the Guidance Office.

**Leadership:**

List any elected or appointed leadership positions you hold currently or have held in the past in school or in your community.

Activity	Leadership Position	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Service:**

List any school or community based service activities you have participated in over the past year, and give an estimate of the time devoted to the service activity.

Activity	Your role in the activity	Hours of service
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Character:**

List any awards, honors, or recognitions you have received at school or in the community during the past year that shows you are a person of good character.

Award/Honor	Name of group offering the award/honor
_____	_____
_____	_____
_____	_____

**Extra-Curricular:**

Do you participate in athletics? If so, which sports? What honors/awards have you earned?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other extra-curricular activities do you participate in? What honors/awards/offices have you held?

\_\_\_\_\_  
\_\_\_\_\_





**I have read and understand the obligations of Junior Honor Society membership. If selected as a member, I will commit to fulfilling those obligations.**

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**Student Signature**

**I have read and understand the obligations of Junior Honor Society membership, and I support my child's decision to apply for membership.**

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**Parent Signature**

**Please return to a Jr. Honor Society Advisor by (date).  
Late applications will not be considered.**

## Faculty Evaluation Forms and Recommendations

**Selection for membership to the chapter is always to be by a majority vote of the Faculty Council.** However, the local council members may wish to obtain additional information to assist them in making their decision. Faculty evaluations may be used to supplement the student activity information forms gathered from each candidate. Once the students who possess the prerequisite GPA have been identified, they can submit a student activity information form detailing their service, leadership, and character. The faculty evaluation may be used to support the strength of a student's candidacy in the areas of service, leadership, and character. In the event of a low rating on one of the evaluations, it is always important to verify the reasons for such a rating, avoiding the "speculation and rumor" concepts described elsewhere in this handbook.

Evaluations bring to the attention of the Faculty Council information that may not otherwise be represented on the information forms. Upon reviewing the evaluations and verifying their accuracy, the Faculty Council is still required to undertake a vote on each candidate, selecting each student who receives a majority vote. To avoid questionable entries on faculty evaluations, chapters should require that all evaluations be signed and that each evaluator be prepared to support any below-average rating with substantiating data based on sound professional judgment and action. Anonymous faculty evaluation forms may not be used. The chapter adviser serves as the link between the Faculty Council and the evaluators, and may conduct informal interviews with those teachers who provide the below-average ratings.

To assist in maintaining an image of a professional system, it is further recommended that an evaluation form be collected from all faculty members, even if some faculty provide no rating because they have never taught, coached, or advised any of the candidates. In the case of written recommendations from faculty, chapters can indicate that candidates must obtain such recommendations from a specific number of faculty members. Alternatively, some chapters simply seek the signature of support from a prerequisite number of staff members to verify the character of a candidate.

In either case, please review with the school's faculty what is expected of them and the timetable for submission of all materials in support of an individual student's candidacy. Recommendations are not a national requirement, but if they are being considered for the local selection process, advisers should take into consideration the time needed by staff to complete and submit such forms as well as the time needed by the Faculty Council to review their content.

As with the student activity information forms, faculty evaluations and recommendations are considered by the national office as working documents to assist the Faculty Council in making sound decisions regarding membership. Such evaluations are expected to be used only by the Faculty Council, the adviser, and the principals and should be considered confidential unless local or state policies dictate to the contrary.

## Faculty Evaluation Form National Honor Society

The following students have been identified as candidates for selection to our chapter of the honor society. Candidacy begins by meeting our Scholarship criterion of 90 GPA for RCS Sr Honor Society or an 88 GPA for Jr Honor Society which has been met by these students. Each candidate will submit a Candidate Form to the Faculty Council, but additional information is being requested from the entire faculty to assist in this important selection process. Every faculty member is asked to review, sign, and return this form.

Please carefully review the list of candidates. For each of the three criteria, please use the 1-4 rating scale (**1 = LOW/poor; 2 = below average; 3 = good; 4 being HIGH/outstanding**) to evaluate any student with whom you have had *professional* interaction, i.e., as a teacher, adviser, coach, etc. Should your rating be poor or below average for any candidate (either a score of 1 or 2), it is necessary for you to provide an *additional comment* that speaks to the professional rationale for this low rating or examples of the poor performance which led to the rating. If you have had no professional interaction with a candidate, please leave the spaces blank and note that in the comments section.

Please consider these ratings as seriously as you would any grade entered into your grade book. **Note:** these ratings are **not based on academic performance**. That is already reflected in the grades the candidates' may have received in your class.

If you have additional comments on any of the candidates please feel free to write on the back of this form.

Please sign the bottom of the form. In the event you have had no professional interaction with *any* of these students, please attest to that fact by checking the box at the bottom, signing the form, and returning it.

**All forms should be returned to the chapter adviser(s). Your cooperation in this important selection process is greatly appreciated.**

<b>Candidate's Name</b>	<b>Leadership</b>	<b>Service</b>	<b>Character</b>	<b>Comments (use the back for additional notes)</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

\_\_\_\_ I certify that my ratings and comments are sound and based on professional interaction with the candidates.

\_\_\_\_ I certify that I have had no professional interaction with the above-named candidates or choose not to participate in the evaluation process for this year.

Print and Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

National Honor Society: Notification of Warning

Date:

Dear [insert student's first name]:

This is to notify you and your parents that you have fallen below the standard(s) for *[identify the criterion or criteria in which the student has fallen below standard, e.g. "Service" "Character" "Leadership" or "Scholarship"]* as set forth in the bylaws of the Roscoe Central School Verlynn R. Hill chapter of the National Honor Society.

Specifically: *[Outline the nature of the deficiency referenced in the first paragraph.]*

The nature of this deficiency requires that we place you on warning. You will remain on warning until \_\_\_\_\_, at which time your progress will be evaluated again. During this time you must *[insert terms of warning here]* and are not considered a member in good standing.

Due to this status, you may not *{insert restrictions here}*. If you have not *[insert terms of warning here]* at the conclusion of the warning period, you may be considered for dismissal.

If you have any questions about this warning or your membership status, please see your Honor Society Adviser(s).

Sincerely,

Co-Advisers of the RCS NHS

Please make a copy for your records, sign below and return to the chapter adviser.

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We have reviewed the content of this notification and understand its content.

\_\_\_\_\_

Student Signature and Date

Parent Signature and Date

School Name and Contact information (or derived from use of school stationery)  
Member name  
Member address  
City/state/zip  
Date

Dear [insert student's first name]:

This is to notify you and your parents that you have fallen below the standards for [identify the criterion or criteria in which the student has fallen below standard, e.g. "Service"] as set forth in the Constitution of NHS, Article VIII, Section 1 and Article X, Section 2. [If additional charges are being brought against the student, e.g., violating school rules or codes of conduct, they should also be listed in this paragraph, by completing the sentence, "In addition, .....".]

Specifically: [Outline the nature of the charges referenced in the first paragraph. This should be sufficient to indicate to the readers that there is professional substantiation for the charges being brought against the student, e.g., reference to disciplinary actions by the school, reports by teachers, etc.]

The nature of your conduct warrants consideration for dismissal from the National Honor Society. As called for in Article X, Section 4 of the National Constitution, a written notification and hearing are called for and must be conducted by the Faculty Council. The *NHS Handbook* states that, "in the case of a flagrant violation of school rules or the law, a warning is not required for dismissal, but a hearing will still be held. The hearing is identified in the Constitution as a right of membership, is guaranteed as 'due process' as identified by the 14th amendment of the U.S. Constitution, and requires the chapter to notify the member of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally."

Your hearing will be conducted [insert day and date] at [insert time] in [insert location of the meeting]. A parent/guardian may be present with you, but the primary focus of the hearing is to allow you to present your case before the council.

If you wish to explain your case in writing, you should present the written statement by [insert deadline date] to [identify chapter adviser and place where statement should be submitted].

The letter will be considered in lieu of the face-to-face hearing and will fulfill the chapter's obligation outlined in Article IX, Section 4.

Finally, you and your parents are requested to sign below to signify you have reviewed this letter, and return it to the NHS adviser by [insert date]. If you have questions regarding the contents of this notification letter, please consult with the chapter adviser immediately.

Sincerely,

[Insert adviser names or, as an alternative, the principal's name]

Please sign below and return to the chapter adviser.

We have reviewed this notification and understand its contents.

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Student signature and date      Parent signature and date

## History: 1984 RCS Yearbook Dedication

This year's edition of Records is fondly dedicated to Mr. Verlynn Hill, who, after 35 years of hard work and dedication, said good-bye to R.C.S. However, he will always be remembered by those of us who knew him, because he was more than a teacher — he was a friend and an inspiration to all.

### DEDICATION

