



NATIONAL HONOR SOCIETY 2011 ELECTIONS

The National Honor Society will be holding elections on **Friday, June 10, 2011** in order to install a new Executive Council for the 2011-2012 school year. There are guidelines that Article Seven and Article Eight of the NHS Constitution lays out for the elections process and duties of the Officers that we expect anyone who is planning on running to follow. Please complete the following steps, if you would like to run for one of the five Executive Council Positions (President, Vice-President, Secretary, Treasurer, or Service Coordinator and Parliamentarian):

1. Review Articles Seven and Eight of the NHS Constitution, below. (NOTE: The positions of President and Vice-President may only be filled by members who have experienced a full year of NHS).
2. Fill out the Nomination Form at the end of this packet, acquiring all necessary signatures.
3. Return the Nomination Form **directly** to **Mihai Petriuc** no later than **Tuesday, June 7, 2011**.
4. All candidates *must* write a brief speech for the elections on June 10th, which **must be e-mailed to both the President and Vice President no later than Tuesday, June 7, 2011**. No exceptions will be made. (s-mpetriuc@lwsd.org and s-okao@lwsd.org)
5. Come prepared on **June 10th** for the elections. We wish all candidates the very best of luck.

Remember, you do not need to be a part of the NHS Executive Council to make a difference in NHS. We have several opportunities for you to show your leadership and contribute to our community! If you have any questions, contact Mihai Petriuc, Olivia Kao, Devan Freebairn, Erin Antono, or Dorris Hwang.

EXCERPTS FROM THE NHS CONSTITUTION:

Article Seven: Procedure for Elections of an Executive Council

Section I: Election procedures for members of the Executive Council shall be as follows:

1. All members of the chapter will have the opportunity to make nominations for each office in April or earlier, if advised by the Executive Council.
2. Members running for different positions must attend a brief meeting describing the duties and responsibilities for each of the five Executive Council positions (President, Vice-President, Secretary, Treasurer, and Service Coordinator). Only students who have been members of the chapter for a year may run for the positions of President and Vice-President.
3. An official ballot will be drawn and distributed to each member of the chapter in May or earlier, if advised by the Executive Council.
4. All ballots in the elections process will be controlled by each member signing in to the voting meeting, being handed one ballot upon their entry.
5. After the voting period, the Executive Council shall count the votes and notify the candidates that receive the most votes. These new officers shall be installed no later than June. Newly elected officials shall take responsibility for contacting their predecessors, receiving advice and information from them, and discussing goals for the coming school year with the Chapter Advisor.

Article Eight: Duties and Responsibilities of the Executive Council

Section I: The Executive Council of the Phoenix Chapter of the National Honor Society is meant to ensure a sense of organization and efficiency in all chapter activities. Five positions shall

constitute the Executive Council: President, Vice-President, Secretary, Treasurer, and Service Coordinator. All of the Officers shall *set an example of scholarship, leadership, character, and service for others to follow.*

Section II: The Executive Council has the power to determine the dues structures, make recommendations for the Constitution and organize meetings, agendas, chapter projects, induction ceremonies, and member obligations.

Section III: The duties of each of the Officers are as follows:

President

- Preside at all meetings of the National Honor Society and meetings of the Executive Council and represent the Phoenix Chapter of the National Honor Society at all public occurrences
- Create the agenda for all meetings with the advice and consent of the Officers and the Chapter Advisor
- Create a calendar for the year along with the guidance of the other Officers and the Chapter Advisor
- Appoint necessary committees and delegate leadership responsibilities of service projects and fundraisers and attend committee meetings
- Communicate clearly to all members about meetings, service projects, volunteer opportunities, and other important National Honor Society issues on a frequent basis
- Collect Volunteer Hour Logs at the end of each semester with the help of the Service Coordinator and the Secretary
- Lead and organize the first semester service project for the chapter
- See that the names of all persons who participated in each service project and attended each meeting are submitted to the Chapter Advisor with the help of the Secretary and Treasurer in order that the Advisor may fulfill the responsibility of notifying and informing those not fully participating of the responsibilities of National Honor Society membership
- Oversee the process of application for new members by advertising information and answering questions with the help of the Chapter Advisor, making the application available to all those who are interested and ensuring the selection process runs smoothly
- Maintain close communication with the Chapter Advisor
- Preside at the Induction Ceremony and deliver the speech on *Leadership*

Vice-President

- Preside at all meetings and perform all duties in the absence of the President
- Lead and organize the second semester service project
- Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and problems
- Perform any duties delegated by the President
- Help coordinate projects and help plan the calendar for the year
- Deliver an Induction Ceremony speech on *Character*

Secretary

- Keep minutes of all meetings filed and distribute minutes to members after each meeting

- Keep accurate attendance of all meetings and service projects and report to the Chapter Advisor the names of any members who have become inactive or violated certain membership responsibilities
- Conduct correspondence with the President, Chapter Advisor, and the Administration and elements of the community when necessary
- Collect a copy of all written National Honor Society documents for filing as reference material throughout the year
- Document any votes taken in the meetings
- File Volunteer Hour Logs
- Deliver an Induction Ceremony speech on *Scholarship*

Treasurer

- Maintain with the Advisor a financial record of all income and expenditures for the period the Officer holds office
- Recommend fundraising activities and collect dues (\$10.00 or less per member)
- Deliver the Induction Ceremony speech on *Service*

Service Coordinator and Parliamentarian

- Helps President keep records of completed individual Volunteer Hour Logs and reports to the Advisor members who fail to submit the form at the end of a given semester
- Provides updates on local volunteering activities
- Acts as a public relations correspondent in charge of spreading awareness of service projects and chapter events
- Can conduct changes in the Constitution during National Honor Society meetings through a voting procedure

Please cut across this line and turn in the Nomination Form directly to Mihai Petriuc

NATIONAL HONOR SOCIETY ELECTIONS NOMINATION FORM

Name _____ Grade _____

Intended Position _____

(President Vice President Secretary Treasurer Service Coordinator and Parliamentarian)

By signing this form, you agree that you have read all of the duties and requirements of the position that you intend to run for and that you will uphold your character, scholarship, leadership, and service throughout the time of your candidacy, election, and potential position on the Executive Council for the 2011-2012 school year.

Candidate Signature _____ Date _____

Parent Signature _____ Date _____

Please turn this form in to Mihai Petriuc no later than Tuesday, June 7, 2011 to confirm your candidacy, and remember to send your brief speech to both Mihai and Olivia.