

Victor Central School District
Superintendent's Civic Engagement Awards Program
Selection Committee By-Laws

Mission Statement

The Superintendent's Civic Engagement Awards Program at Victor Central School District

- Recognizes the Districts' commitment to making a difference through community service.
- Celebrates and honors outstanding service and commitment to better the broader community.
- Encourages individuals and/or groups who make outstanding efforts by providing volunteer services to the community.
- Inspires service learning opportunities and cultivates leadership by example.

Definition of Civic Engagement

Civic engagement refers to the ways in which citizens participate in the life of a community in order to improve conditions for others or help shape the community's future. (Source: Google)

Membership

The Victor Central School Superintendent's Civic Engagement Awards selection committee shall be comprised of no more than seven (7) voting members.

- Superintendent of Schools shall be a permanent member and serve as the chairperson.
- Secretary to the Superintendent
- One member from each of the organizations on campus (CSEA, VTA, VASA, etc.)
- A Senior High School Student from the junior class (selected every other year)
- A Parent

Term of membership on the committee shall be two (2) years with a three (3) consecutive term limit.

As committee membership vacancies occur, the District will solicit volunteers to serve as members of the committee.

Duties

The mission statement is accomplished by, but not limited to, the following:

- Encouraging a wide range of individuals to nominate candidates.
- Selecting worthy candidates for each award.
- Recognizing the candidates at an Awards Ceremony.
- Highlighting the accomplishments of those selected by displaying their accomplishments on school property or at school events such as Opening Day for Staff and the Community Leaders' Breakfast.

Meetings

The committee shall meet annually at the discretion of the membership to select candidates for the awards.

Nominating and Selection Process

Eligibility

In order to qualify for an award, a candidate or group must meet one or more of the following:

- Be a Victor Central Schools' student, staff or community member.
- Be a Victor Central Schools' department, club, team, committee or group.
- Be an organization from the Victor Central Schools' community that has made a difference for students, staff or community member(s).

Categories

The following categories are to be considered in qualifying for these awards

Individual Recognitions:

- Student: a maximum of two, one elementary and one secondary award per year.
- Staff Member: a maximum of one award per year from the CSEA organization.
- Faculty Member: a maximum of one award per year from each organization, (VTA and VASA).
- Community Member: a maximum of one award per year.

Group Recognitions:

- Team, club, class or group: a maximum of one per year.
- Department, committee, grade level or school: a maximum of one per year.
- Community partner organization: a maximum of one per year.

Nominations

- Nominations may be made by **any** individual.
- All nominations must be submitted on the official application form.
- All application forms must be complete and either delivered or postmarked on or before the deadline set by the Selection Committee.

Current selection committee members and their immediate family are not eligible for induction during a committee member's term of service.

Voting

- Each Committee member will receive a copy of each application under consideration.
- The Committee will meet to discuss all candidates and to select award winners.
- Inductees shall be determined using a ranked-order process developed by committee members.
- In the event no nominee qualifies, no one will be selected for that year.

Induction Process

- Award recipients will receive a cover letter outlining the award and committee procedures.
- Award recipients shall be required to attend the awards ceremony. If a recipient is unable to attend the ceremony, he/she may re-apply for consideration in the future.
- An awards ceremony and reception will be held for colleagues, friends and relatives.
- Award recipients will be presented with a certificate by the Superintendent.

Amendments of By-Laws

Written proposals for amendments must be submitted at least 30 days prior to any vote. The By-Laws shall be amended by a two-thirds majority of the total committee.