



**Constitution and By-laws
XXXX High School Chapter of the
Science National Honor Society**

**ARTICLE I
NAME AND PURPOSE**

Section 1. The name of this organization shall be the Science National Honor Society for Secondary Schools (SNHS). Specifically the XXXX High School Science National Honor Society.

Section 2. The purpose of this organization shall be to encourage participation in and recognition of scientific and intellectual thought. It is to advance the students' knowledge of classical and modern science, to communicate with the scientific community, and to aid the civic community with its comprehension of science. It is to encourage students to participate in community service and, in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all mankind.

Section 3. The SNHS is a non-profit organization under 501(c) 3 as Internal Revenue Service approval.

Section 4. The SNHS shall be a scholarship-granting body.

**ARTICLE II
THE NATIONAL BOARD OF DIRECTORS**

Section 1. The control of this organization at the national level is vested in the National Board of Directors.

Section 2. The National Board of Directors shall consist of nine (or more) unpaid members.

Section 3. A simple majority shall constitute a quorum of the National Board of Directors.

Section 4. The members of the National Board of Directors shall serve a three-year term.

Section 5. The members of the National Board of Directors shall elect a Chairman, Vice Chairman, Secretary, and Treasurer by popular vote.

Section 6. Board members are eligible for an officer position only after at least one year of service on the board.

Section 7. Elections shall be held annually for one-third of the members on a rotational basis. If a vacancy occurs between elections, the board shall appoint a new member.

Section 8. The Chairman may form committees and appoint chairpersons to them.

Section 9. Any board member may be removed for cause by a two-thirds vote of the board.

Section 10. The National Board of Directors shall hold at least one in-person and two virtual meetings annually. The Chairman may call emergency meetings. A meeting may be held only if a quorum is present.

Section 11. Members may attend meetings through any real-time method including but not limited to participation through physical attendance, conference call, or video conference.

Section 12. Members of the Board of Directors should make every attempt to attend all meetings. Members who miss more than two meetings per year without letting the Chairman or one of the officers know in advance may be removed from the Board. Members who, due to business or personal reasons, cannot support this requirement may be excused from the Board and a replacement will be found.

ARTICLE III **STATE AND REGIONAL ORGANIZATIONS**

Section 1. Local chapters may form regional chapters of SNHS that are affiliated with the National Board of Directors of SNHS.

Section 2. Regional chapters shall form a SNHS regional committee of local chapter advisors in order to govern the affairs of the region. Officers shall be elected for each region annually.

Section 3. Regional chapters may form state chapters of SNHS that are affiliated with the National Board of SNHS.

Section 4. State chapters shall form a SNHS state committee of regional officers in order to govern the affairs of the state chapter. Officers shall be elected annually.

Section 5. All state and regional chapters shall provide contact information to the national office.

Section 6. Confirming state or regional chapter affairs with the national office of SNHS is *not* necessary, but the affairs shall conform to this Constitution.

Section 7. All state and regional chapters shall affiliate with the Science National Honor Society.

Section 8. The purposes of state and regional chapters are to sponsor conventions for local chapter members and to engender novel projects at a region and state level.

ARTICLE IV **LOCAL CHAPTERS**

Section 1. Any secondary education school is eligible to apply for a charter for a local chapter. Each school shall have its own chapter.

Section 2. Each chapter shall pay a chartering fee determined by the National Board of Directors.

Section 3. Each chapter shall pay an annual affiliation fee determined by the National Board of Directors.

Section 4. The annual individual member dues paid to a chapter, regional or state affiliate, if any, shall not exceed 15 dollars. The officers of the chapter shall determine the exact amount.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by this National Board of Directors. Failure to do so may result in loss of the charter.

Section 6. A chapter can reapply for a charter under conditions determined by the board.

ARTICLE V **THE PRINCIPAL**

Section 1. The principal or headmaster of a school shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal or headmaster shall appoint a chapter advisor annually, who may serve consecutive terms.

ARTICLE VI **THE CHAPTER ADVISER**

Section 1. The chapter adviser shall be responsible for the direct, daily supervision of the chapter, and act as a liaison between faculty, administration, students, and community. There may be multiple chapter advisers.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send an annual report to the national office.

Section 3. The chapter adviser shall frequently review each member for compliance with SNHS standards, obligations, and ideals.

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

ARTICLE VII **MEMBERSHIP**

Section 1. Membership is an honor bestowed upon a student.

Section 2. A member must be in the last two years of secondary school education but exceptional sophomore students can be accepted into a chapter.

Section 3. A member must have and maintain a 3.0 grade point average.

Section 4. *A member must be enrolled in a science class.* A member must be enrolled in at least one honors level science class during or prior to the eleventh grade year. A member must be enrolled in at least one second year honors science class during or prior to the twelfth grade year. A member must be enrolled in at least one upper level science class during the twelfth grade year. If second year honors or upper level science courses are not offered by the school, then the student must be enrolled in a second first year honors or upper level science class.

Section 5. A member must maintain a B cumulative average (3.00/4.00) across each science course.

Section 6. A member must maintain behavior that is acceptable to the guidelines as outlined by the school's code of conduct in the student handbook of their educational institution.

Section 7. All members must attend one local chapter officer's lecture annually. All lectures must be approved by the chapter's advisor before being presented.

Section 8. Regular members may give a lecture with the chapter advisor's approval.

Section 9. A faculty council shall be formed. This council shall consist of three voting science faculty members who volunteer on an annual basis. The chapter advisor shall be a nonvoting member of this council. No principal or assistant principal may be included on the faculty council.

Section 10. The term of the Faculty Council shall be one year. Members may volunteer to consecutive terms.

Section 11. The faculty Council shall be consulted at least once a year to review the procedures of the chapter and select members.

Section 12. The Faculty Council will approve when necessary, all chapter procedures for selection, disciplining and dismissal of members, all of which must remain in compliance with the national guidelines.

Section 14. Any active member who falls below the standard of 3.00/4.00 G.P.A or who falls below a 3.00/4.00 average across all science courses shall be placed on probation for the interim of one **grading** period. A 3.00/4.00 in overall G.P.A. and a 3.00 /4.00 average across all science courses will be the standard that occurs for students. The member will then be given one grading period to correct the deficiency. If the standards fail to be met, the student shall be dropped from membership in the Science National Honor Society.

ARTICLE VIII **SELECTION OF MEMBERS**

Section 1. Candidates may be selected in any manner deemed reasonable and fair by the principal or headmaster of the school.

Section 2. Candidates may become members based on their science performance and GPA as outlined in Article VII. Prospective candidates must then petition for membership in the Science National Honor Society by completing the proper form and returning it to the advisor.

Section 3. Candidates may only be accepted upon adherence to the policies of membership outlined Article VII, Sections 1 through 13 of this Constitution.

ARTICLE IX **DISMISSAL**

Section 1. A student may be dismissed if he/she violates the standards, obligations, or ideals of the Science National Honor Society. This includes violation of grade or behavioral requirements as outlined in Article VII, Sections 1 through 13.

Section 2. A member may be dismissed if he/she violates the standards, obligations, or ideals of the Science National Honor Society as well as the school's code of conduct as outlined in the student handbook.

Section 3. Dismissal is approved and carried out by the chapter advisor under the auspices of the Faculty Council.

Section 4. Upon dismissal, the student is divested of all benefits of membership.

Section 5. A student may appeal dismissal by submitting a written request to the principal or headmaster of their school. This request is then forwarded to the Faculty Council for action.

ARTICLE X CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of their chapter and be described in the chapter bylaws.

Section 2. The chapter shall consist of the following officers, a president, a vice president, a treasurer, a secretary, and a public relations officer. All must be members of the Science National Honor Society.

Section 3. It shall be the duty of the president to preside over all the meetings of this chapter.

Section 4. The vice-president shall fill the chair of the president in his/her absence.

Section 5. The chapter treasurer shall receive and distribute all funds of the chapter and shall keep an accurate account of the receipts and disbursements in accordance with school regulations.

Section 6. The chapter secretary shall keep the minutes of the meeting, a record of all business and all records on file. The chapter secretary shall also be responsible for publicizing the events of the chapter and keeping its members informed of those events.

The secretary will be responsible for recording the number of events each member has completed. Immediately following an election, the secretary must also submit to the national secretary of the Science National Honor Society a list of the names of those elected to membership.

Section 7. All chapter officers are obligated to the duty of presenting two brief scientific lectures annually. The lecture shall be ten to fifteen minutes in length and are given during a regular chapter meeting or in a special ceremony. The lecture may be based on any scientific idea, past, present, or future. It may take the form of a report on a certain subject.

Section 8. The local chapter officers shall have general supervision of the affairs of the chapter as overseen by the chapter adviser. All officers shall review *Robert's Rules of Order, Newly Revised* and hence, conduct the meetings in a coherent policy. The officers shall meet regularly, make recommendations to the chapter, and perform all duties named in the chapter bylaws.

Section 10. Chapter officers shall fulfill all duties named in this Constitution and the local chapter bylaws.

Section 11. The officers shall abide by this Constitution, the SNHS standards, obligations, and ideals.

Section 12. A majority of the votes cast shall be necessary to elect any chapter officer.

Section 13. The executive committee shall have general charge over the meetings and the business of the chapter, but any member of the executive committee may be subject to the review of the chapter.

Section 14. The officers of the chapter shall determine the exact amount of the local dues (generally \$15.00).

ARTICLE XI **MEETINGS**

Section 1. Each chapter shall have regular meetings during the school year on days designated by the officers and in accordance with school policy and regulations.

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

Section 3. Members are required to meet at least four times a year.

Section 4. The president may call emergency meetings, if approved by the officers and the club advisor.

Section 5. The officers of this chapter shall be elected in April and assume responsibilities in May.

Section 6. All meetings shall be open meetings and shall be held under the supervision of the advisor, or delegated representative.

Section 7. Additional rules for the general operation of this chapter will be established by a majority vote of the general membership as bylaws.

ARTICLE XII **CHAPTER ACTIVITIES**

Section 1. Each chapter shall determine one or more projects per year.

Section 2. All members shall participate in one or more of the chapter's projects per year.

Section 3. The purpose of the projects shall be to encourage scientific and intellectual thought, to further the knowledge of science in school and community, and to volunteer in the surrounding community.

Section 4. Each chapter shall either judge or host a local science fair contest and/or assist in the creation and/or maintenance of a science club at the school and/or assist fellow students' success in their science classes.

Section 5. Members must complete four hours of service per school year to keep their membership.

Section 6. Chapters shall also attempt to bring speakers from the scientific community into the school to the extent to which their resources and location allow.

ARTICLE XIII
OFFICIAL INSIGNIA AND MOTTO

Section 1. This organization shall have an official emblem selected by the National Board of Directors.

Section 2. The distribution of the emblem and the rules for its use shall be under the exclusive control of the Science National Honor Society National Board of Directors.

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

Section 4. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

ARTICLE XIV
AMENDMENTS

Section 1. This constitution may be amended at any meeting of the National Board of Directors, or by mail with an affirmative vote of two-thirds of the members of the Board of Directors.

ARTICLE XV
BYLAWS

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution, and to clarify operating procedures of the chapter. Bylaws shall be consistent with this Constitution.

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, project descriptions, and the like. Chapters may add any other information pertinent to the chapter.

Section 3. Each state or regional affiliate shall write bylaws.

Section 4. State, regional, and local chapter bylaws shall be sent to the National Executive Board