

**Mahwah High School**  
**Science National Honor Society**

**Constitution and Bylaws**

**ARTICLE I**

**NAME AND PURPOSE**

Section 1 – The name of this organization shall be the Science National Honor Society of Mahwah High School.

Section 2 – The purpose of this organization shall be to encourage participation in and recognition of scientific and intellectual thought, to advance the students' knowledge of classical and modern science, to communicate with the scientific community, to aid the civic community with its comprehension of science, and 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 - Mahwah High School shall be considered a non-profit organization under 501c3, as per school policy/financial standing.

Section 4 – The Mahwah High School and the SNHS shall be a scholarship-granting body.

**ARTICLE II**

**THE PRINCIPAL**

Section 1 – The Principal of the Mahwah High School shall reserve the right to approve all activities and decisions of the chapter.

Section 2 – The Principal of Mahwah High School shall appoint annually a chapter advisor(s), who may serve consecutive terms.

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

Section 1 – The chapter advisor(s) shall be responsible for the direct, daily supervision of the chapter, and act as a liaison between faculty, administration, students, and community.

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

Section 3 – The chapter advisor(s) shall frequently review each member for compliance with SNHS standards, obligations, and ideals.

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

**ARTICLE IV**  
**MEMBERSHIP**

Section 1. New members will be accepted in the Fall of each school year. Members shall demonstrate the ability to work with others. No student will be denied membership on account of race, religion, color, creed, ethnicity, national origin, gender, sexual preference and/or physical disability.

Section 2. Membership is an honor bestowed upon a student.

Section 3. **Eligibility:**

New Member Academic requirements:

- Must be an 11<sup>th</sup> or 12<sup>th</sup> grade student at Mahwah High school
- Must have completed at least one honors level or AP level science course at MHS.
- Must be currently enrolled in at least one honors level of AP level science course.
- Must have an overall weighted MHS GPA of a 90% or higher.

- Must have an unweighted Science average across core science courses of 88% or higher.

Other requirements:

As a member of the Society, you must:

- attend all meetings - There will be one meeting per month for all members. Meetings will be held on the second Thursday of every month.
- must show active participation in a **minimum of 2** Science activities (see by laws for more details, or contact the advisor if you have questions)
- be an active participant in all meetings and events
- must attend induction ceremony each year
- show academic integrity and character as noted by no recorded incidents of cheating, plagiarism, misconduct, insubordination or intentional dishonesty.

Additional Information:

- If students have questions about membership, they should see their Science teacher
- Your application will be reviewed by MHS faculty
- New members will be invited to a formal induction ceremony. Family members are invited to attend

Section 4 - Membership Forfeiture:

To retain Science National Honor Society Membership, one must maintain the standards required for membership. All students must be an active participate in 2 science related activities. Seniors must be enrolled in a Science class in order to retain membership. Any member that falls below the membership standards, which were the basis for selection, shall be promptly informed in writing.

Section 5 - Candidates for membership shall have spent at least one semester at Mahwah High School. However this requirement shall be waived for students who were members in good standing of a Science National Honor Society chapter in another school.

Section 6 - Members of the SNHS must show active participation in a **minimum of 2** Science activities, such as: Tutoring (see note below), Science Club, Robotics Club, Academic Decathlon, Artificial Intelligence club, Science Olympiad, Environmental Club, enrollment in a science course outside of the regular school hours (i.e. college science course or summer program), etc.

- Tutoring may only count as one of the two science activities even if you tutored multiple students. A minimum of 10 hours of tutoring in science need to be recorded for the previous year or scheduled for the year in progress. Tutoring a

sibling does not qualify for this requirement. Appropriate documentation needs to be provided (either letter from the parent of the child receiving tutoring, or signature from the NHS advisor)

Section 7 - All members must attend two local chapter officer's lecture annually.

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

## **ARTICLE V**

### **SELECTION OF MEMBERS**

Section 1 – Candidates may be selected in any manner deemed reasonable and fair by the High School Principal in line with the club bylaws.

Section 2 – Candidates may only be accepted upon adherence to the policies of membership outlined in this constitution and the club bylaws.

Section 3 – Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility in October of the year of induction.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Application Form for further consideration.
- c. The advisor (s) shall be requested to evaluate the candidates determined to be scholastically eligible and willing to participate in chapter functions.
- d. The advisor(s) shall review the Student Application in order to determine membership.

Section 4 – Once selected and registered, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 5 – An active member of the Science National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership, signed by the chapter advisor.

Section 6 – An active member of the Science National Honor Society who transfers to this school will be accepted for membership in this chapter when proof of membership is provided. The advisor(s) shall grant to the transferring member

one quarter to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain her membership.

**ARTICLE VI**  
**MEMBERS' DUTIES**

Section 1 – Membership dues will be \$0.00 per school year.

Section 2 – Members shall attend 80% of all regular meetings.

Section 3 – Members shall attend at least two lectures by an officer or guest speaker per school year.

Section 4 – Members shall be present at the induction ceremony.

Section 5 – Members will earn a minimum of five hours per semester of club-related community service deemed appropriate by chapter advisors.

Section 6 – Every member must participate in all the general fundraising activities and or participate in a special fundraising committee.

**ARTICLE VII**  
**DISCIPLINE AND DISMISSAL**

Section 1 – A student may be dismissed if the student 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 2 through 8.

Section 2 – Any member who falls below the standards of scholarship and fails to maintain the other requirements of membership may be considered for dismissal from the Mahwah High School Science National Honor Society. A member of the Science National Honor Society is expected to maintain her academic standing and take an active role in service and scientific leadership to her school and community.

Section 3 – If a member’s cumulative GPA falls below the standard in effect when the student was selected, the student will be given a written warning and one semester for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the advisor(s), which may include consideration of dismissal from the chapter.

Section 4 – If a member fails to perform any of the published obligations of membership, the student will be given a written warning and a time period for improvement (nine weeks). If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the advisor(s) which may include dismissal from the chapter.

Section 5 – Violation of the law will result in dismissal of a member. These violations include, but are not limited to stealing; destruction of property; cheating; truancy; or possession, selling or being under the influence of drugs or alcohol at school or school-related activities. Offenders of the behavioral expectations as stated in the Student Handbook will receive a warning. Academic probation or suspension will result in dismissal from the chapter.

Section 6 – In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the advisor. The member and advisor will discuss the written notification in a conference. Situations that involve flagrant violation of school rules or the law can warrant disciplinary action without a written warning, although a conference must still be held.
- b. The member will be given the opportunity to respond to the charge against her at the conference. The advisor has the right to dismiss any student from the Science National Honor Society for misconduct or failure to maintain society requirements.
- c. Dismissed members must surrender any membership emblems to the advisor.
- d. When a student is dismissed or resigns, the student is no longer a member and may not be reconsidered for membership in the Science National Honor Society.

Section 7 – Dismissal is approved and carried out by the chapter advisor(s). In lieu of dismissal, the advisor(s) may impose disciplinary sanctions upon a member as deemed appropriate.

Section 8 – Upon dismissal, the student is divested of all benefits of membership.

Section 9 – A student may appeal dismissal by submitting a written request to the Principal of the High School.

## **ARTICLE VIII**

### **CHAPTER OFFICERS**

Section 1 – The officers of the chapter, their duties, and the method of their election shall be determined by the advisor(s) as described in the chapter bylaws.

Section 2 – All chapter officers are obligated to the duty of presenting or organizing one brief scientific lecture per academic year. The lecture shall be ten to fifteen minutes in length and may be given during a regular chapter meeting or in a special ceremony.

Section 3 – The local chapter officers shall have general supervision of the affairs of the chapter as overseen by the chapter advisor(s). The officers shall meet regularly, make recommendations to the chapter, and perform all duties named in the chapter bylaws.

Section 4 – The officers of the chapter shall be elected by the members of the chapter. Eligibility to hold office will be determined by the evaluation of the officer's application form and/or teacher recommendation by the chapter advisor(s) prior to elections.

Section 5 – All New active members are eligible to run for a position as an officer.

Section 6 – The officers of the chapter shall be president, vice president, and secretary.

Section 7 – Chapter officers shall fulfill the following duties:

- a. The president must prepare the agenda for all the meetings and confirm it with the advisor(s) one week prior to the meeting (with the exception of the emergency meetings). The student must represent the chapter at school and public functions, meet regularly with the chapter advisor(s) to discuss the progress of ongoing projects, coordinate the major science project(s) of the year (with the help of a specific, selected team), research and deliver or coordinate one scientific lecture (10 minutes in duration) during a regular meeting, write and deliver a speech on Goals and Achievements of the SNHS during induction ceremonies.

- b. The vice president shall preside in the absence of the president and assist the president in maintaining order at chapter meetings. The vice-president shall also keep a record of members' contributions to scientific leadership and service acting as a coordinator of the activities related with speakers, specific competition projects, field trips, etc. The vice-president will act as a sort of logistic coordinator with the school's Student Life Office and will be in charge of itinerary, transportation, etc. for SNHS projects and/or activities, plan and preside at the induction ceremony, research and deliver or coordinate at least one scientific lecture (10 minutes in duration) during a regular meeting, and serve as president if the president is removed from office or resigns.
- c. The secretary should keep accurate and complete minutes of all general and executive meetings, keep accurate and complete attendance records of all the meetings, keep a proper file of all incoming and outgoing correspondence, assist the chapter advisor(s) with all official correspondence, prepare any chapter report, research and deliver or coordinate a scientific lecture ( 10 minutes in duration) during a regular meeting, work with the vice-president to help in the coordination of all the community service activities, keep a record of the service hours completed by the members and report deficiencies to the chapter advisor, keep updated rosters of all current chapter members including addresses, cell phone numbers and e-mail addresses and keep and update calendars of all chapter events for the school year. The secretary shall prepare any announcements (paper, board, LTV, etc.) that concerns full chapter meetings or chapter activities, record activities of the chapter through photographs, videos, etc. and provide the information/material to the president in order to update the chapter's webpage.

Section 8 – Every officer should maintain a record of actions taken during her tenure to be passed on to the respective officer elected for the next school year.

Section 9 – The officers shall abide by this Constitution, the School's Goals and Criteria, the SNHS standards, obligations and ideals.

## **ARTICLE IX**

### **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 – This chapter shall conduct its meetings following acceptable rules of conduct.

Section 3 – All chapter members are expected to attend 80% of all regularly scheduled chapter meetings.

Section 4 – The president may call emergency meetings, if approved by the officers.

## **ARTICLE X**

### **POWERS**

Section 1 – The chapter advisor(s) is given the authority to supervise the administration of chapter activities, as delegated by the Principal of the High School.

Section 2 – The Principal of the High School shall reserve the right to approve all activities and decisions of the chapter.

Section 3 – These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## **ARTICLE XIII**

### **AMENDMENTS**

Section 1 – Chapter bylaws may be amended by the advisor(s) at any time as deemed fit and necessary.

Section 4 – When amendments are to be made by the full chapter, these bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and VI which are developed by the advisor with the approval of the Principal of the High school.

Section 2 – Bylaws and amendments must be consistent with the constitution of the Science National Honor Society and the Goals and Criteria of the school.