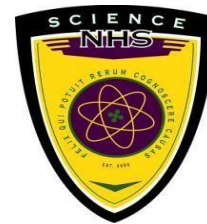


Constitution and Bylaws

Conestoga Valley High School Chapter of the
Science National Honor Society



ARTICLE I

NAME AND PURPOSE

Section 1. The name of this organization shall be the **Conestoga Valley Science National Honor Society**.

Section 2. The purpose of this organization shall be to encourage scientific thinking and engagement by advancing students' knowledge of science, increasing communication between students and the scientific community, and aiding the public with its comprehension of science and the scientific process through student-led public outreach and community service.

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

Section 4. The Science National Honor Society 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, who will be elected by popular vote of the existing officers and directors.

Section 2. The National Board of Directors shall consist of three 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. A person can be re-elected.

Section 5. The members of the National Board of Directors shall elect a Chairman, Secretary, and Treasurer by popular vote. If there are only 3 board members, then one member is Secretary / Treasurer.

Section 6. 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 7. The Chairman may form committees and appoint chairpersons to them.

Section 8. Any board member may be removed for cause by a two-thirds vote of the board.

Section 9. The Chairman may call special meetings as needed. A meeting may be held only if a quorum is present.

Section 10. Members may attend meetings through any real-time method including but not limited to participation through physical attendance, conference call, or video conference.

Section 11. Members of the Board of Directors should make every attempt to attend all meetings. Members who miss more than two thirds of the called 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. It can include home schooling children who meet the requirements of the affiliated School. If there are exceptional students who do not meet these requirements, the National Board may waive the requirements on a case-by-case basis.

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 are determined by the officers of the chapter.

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. A chapter can reapply for a charter under conditions determined by the National Board of Directors.

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 Science National Honor Society 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 should be in the last two years of secondary school education, but exceptional sophomore students can be accepted into a chapter. This is at the discretion of the advisor.

Section 3. A member must have and maintain a 3.0 grade point average (GPA) across all classes and a 3.5 GPA across all sciences. The GPA requirements are unweighted GPA values. If your school uses a weighted GPA scale, then the chapter advisor is responsible for converting these values based on the scale used at your school.

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 or, alternatively, maintain an active role in science related activities (at the discretion of the chapter advisor). If second year honors or upper-level science courses are not offered by the school, then the student must be enrolled in an additional science course that is either first year honors, upper level, or college level class. In the case of exceptional students who do not

meet these requirements, the National Board may waive the requirements on a case-by-case basis.

Section 5. A member must maintain behavior that is acceptable to the guidelines as outlined by the school's code of conduct.

Section 6. 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 7. Regular members are encouraged to also give a lecture annually with the chapter advisor's approval.

Section 8. Any active member who falls below the standard of 3.00/4.00 GPA or who falls below a 3.50/4.00 average across all science courses shall be placed on probation for the interim of one grading period. A 3.00/4.00 in overall GPA and a 3.50 /4.00 average across all science courses will be the standard that is mandated 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 lose membership in the Science National Honor Society. If there are exceptional students who do not meet these requirements, the National Board may waive the requirements on a case-by-case basis. (See Section 3 above regarding GPA values.)

Section 9. Members are required to perform community service, as defined in Article XII, Section 5.

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 petition for membership by inquiring with the chapter advisor.

ARTICLE IX

DISMISSAL

Section 1. A student may be dismissed if they violate 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 9. This also includes completing community service, as defined in Article XII, Section 5.

Section 2. A member may be dismissed if they violate the school's code of conduct.

Section 3. Dismissal is approved and carried out by the chapter advisor.

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 National Board of Directors for review.

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 community outreach 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 fulfill the duties 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 a record of attendance by the members. These records should be provided to the chapter advisor when the term of the chapter secretary ends. Records should be stored, if possible, in

electronic format. The chapter secretary shall also be responsible for publicizing the events of the chapter and keeping its members informed of those events.

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 during a special meeting for this purpose. The lecture may cover any scientific idea, concept, or research finding from the past or from current research. The lecture may include hand drawings on a board or be in an electronic presentation format. The goal is to introduce the chapter to new ideas and encourage discussion.

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 or Sturgis Rules of Order, Newly Revised* and hence, conduct the meetings according to the policies outlined therein. The officers shall meet regularly, make recommendations to the chapter, and perform all duties named in the chapter bylaws.

Section 9. Chapter officers shall fulfill all duties named in this Constitution and the local chapter bylaws.

Section 10. A majority of the votes cast shall be necessary to elect any chapter officer.

Section 11. The chapter officers shall have general charge over the meetings and the business of the chapter.

Section 12. The officers of the chapter shall determine the exact amount of the local dues, if any. If there are exceptional students who cannot pay the dues, the chapter shall raise the money by outreach activities.

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 chapter 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 their 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 thinking and engagement and/or scientific outreach to the public.

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, including via virtual meetings, to the extent to which their resources and location allow. The National Board of Directors will also help to introduce chapters to the local scientific community (e.g., universities, hospitals, research institutes, and industry) where possible. The chapter officers should contact the National Board of Directors for help with introductions.

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 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 with an affirmative vote of two-thirds of the members of the National 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, and dues. Chapters may add any other information pertinent to the chapter.

Section 3. Local chapter bylaws shall be sent to the National Board of Directors.

ARTICLE XVI

CONESTOGA VALLEY SCIENCE NATIONAL HONOR SOCIETY BYLAWS

Section 1. This chapter recognizes its inception as September 3, 2018 by students Janvi Patel, Joseph Cardina, Tenssae Kebede, Avery Heisey, and faculty advisors James Hovan and Daniel Daneker. Founding Faculty Council members are Tara Flick, Marshall Edens, and Judy Lefever. The students in this group shall serve as organizational officers for the first year of CVSNHS's existence. Their installation shall be confirmed by a simple yea, nay majority vote as the first item of business at the first CVSNHS meeting.

Section 2. This chapter recognizes an inaugural year spanning from September 2018 through the end of April 2019 tasked with the duty of organizing its approval and recognition by the school district, setting up the society's school activity fund, creating the bylaws of the constitution, registration of CVSNHS with SNHS and submitting this chapter's member list and bylaws to SNHS, forming the general structure of the society, appointing the organizational officers, establishing the Faculty Council, selecting society members for SY 2018-2019, organizing lectures and activities for the society, and positioning the society to establish itself within the normal operating year.

Section 3. The normal operating year for the CVSNHS during all continuous years shall run from 1 May of one academic year through 30 April of the following year.

Section 4. If at any time, the CVSNHS ceases to have an organizing body into a future school year, it's current body shall place the CVSNHS into a state of suspended activity by a simple majority vote. The CVSNHS will await reorganization by interested students and/or faculty at some date in the future. All official business shall cease, and any funds remaining in the organization's school activity fund shall transfer to a school organization of the CVSNHS's governing body's choosing or in accordance with CVSD policies on financial account dissolution for such cases.

Section 5. Reorganization of the CVSNHS shall be the responsibility of the newest group of organizational advisors and officers and shall follow the procedures outlined in ARTICLE XVI § 2 at such time that an operational chapter is desired.

Section 6. CVSNHS recognizes the officer positions listed in Article X § 2 of the SNHS Constitution: president, vice president, treasurer, secretary, and community outreach officer. These offices will be filled by the founding members during the inaugural year and by reorganizational members following any year of suspended activity. During normal operating years, these offices will be filled through an election by the new and existing general membership cast during April of an academic year in a secure and orderly

fashion. Officers shall be elected by a simple majority of votes from the organization's members and serve in transition with the current leadership as apprentices through the end of the school year in which they were elected. Their responsibilities as officer of CV SNHS begin with the dismissal bell at the end of the current school year and will end with the same bell at the end of the next academic year.

Section 7. CVSNHS recognizes the job descriptions as stated in Article X §§ 1-14 for the CVSNHS officers with added language in §§ 6 and 7 to define the roles of the secretary and the community outreach officer more clearly.

Section 8. CVSNHS will limit the class of officers serving leadership roles in the society to students in the senior class for president, vice president, secretary, and treasurer. The role of community outreach officer will be reserved for a student in the junior class who wishes to gain early leadership experience in the organization.

Section 9. Any officer position that is vacated for reasons including, but not limited to: officer resignation, officer expulsion by faculty council, officer moving, etc. shall be refilled by a general election of the organization's body from among those who volunteer to fill the officer position. A simple majority is sufficient to win election to a vacated leadership position.

Section 10. If only one person volunteers to fill a vacated officer position, that person must be approved by a 2/3 majority vote of the organizational body.

Section 11. CVSNHS meetings will occur before school, during Flex Period, or other such time, as determined by the faculty advisors, the president, and her/his officers. Other interested parties, including the general membership and the Faculty Committee may petition the executive council and advisors for a meeting. The final determination of a meeting falls to the CVSNHS officers.

Section 12. CVSNHS defines a quorum as 51% of the current student membership including officers.

Section 13. All CVSNHS officer and member duties and responsibilities shall fall as detailed in the SNHS Constitution including chapter bylaws in Article XVI.

Section 14. CVSNHS members must attend 2 lectures offered by CVSNHS officers on 2 different calendar days during the regular school year.

Section 15. CVSNHS members must attend a minimum of 2/3 of all general membership meetings held.

Section 16. CVSNHS members must also participate in at least one of the organization's community service activities held during the year.

Section 17. Failure to comply with any of the member obligations in Article XVI §§ 13-16 will result in the termination of their membership for the current year and remove them from consideration for membership the following year. This will include a loss of the privileges of recognition at senior awards night and graduation afforded to members.

Section 18. Annual dues for CVSNHS shall be set at \$20. This will cover our financial obligations to SNHS and allow us to purchase items for the society such as graduation cords and membership certificates. This fee is adjusted for students who qualify for the reduced lunch program and waived for student who qualify for free lunch program.

Section 19. CVSNHS will assist in the Conestoga Valley STEM Expo with logistics and Expo programs.

Section 20. CVSNHS will make a STEM presentation for CVES students once per school year.

Section 21. CVSNHS will provide opportunities for 9th and 10th graders to become involved in STEM programs.

Section 22. Interpretation of "Honors" as stated in national SNHS articles and sections of the constitution: Our regard of "honors" courses as described in national SNHS articles and sections of the constitution will include all science courses listed as "honors" in CV's Course Selection Guide.

Section 23. Interpretation of "Honors" as stated in national SNHS articles and sections of the constitution with regard to "second level" and advanced science courses: Our regard of "honors" or "second level" science courses as described in national SNHS articles and sections of the constitution in this context will include science courses listed as APTM or Advanced PlacementTM, courses that require a prerequisite science class, advanced technology education classes that require prerequisite technology education courses, APTM Psychology or college in the high school (CHS), or advanced, APTM, advanced mathematics classes that require a prerequisite mathematics class, or CHS/dual enrollment classes in STEM as approved by CVSNHS officers and advisors.

Section 24. CVSNHS interprets "one grading period" in Article VII § 8 to be one marking period and will use this time period when evaluating students for academic probation and imposing such probation status on them.

Section 25. Members who violate the core principles of the SNHS or violate the Rules and Regulations or the Student Discipline Code in the Conestoga Valley School District Student Handbook will be considered by the faculty advisors and officers for disciplinary review by the faculty advisory. Members will have an opportunity to speak on their own behalf and to offer testimony and statements from others in defense of their case. Similarly, those who challenge the accused members right to continued membership or recommend other disciplinary measures against the accused member may also offer testimony and statements. Those who are found to have violated the core principles of the SNHS or violate the Rules and Regulations or the Student Discipline Code in the CVSD Student Handbook by a simple majority vote of the faculty advisory will receive a disciplinary action ranging from censure and probation to suspension or expulsion from the society depending on the scope and severity of the infraction.

Section 26. Reprimand is defined by CVSNHS as a formal but impermanent statement against the words or actions of a member. It is meant to warn the member that his/her actions are incongruous with the ideals and core values of the Society and that continued dwelling in these areas could lead to more severe disciplinary actions.

Section 27. Censure is defined by CVSNHS as formal statement denouncing or reprimanding an action(s) made by a member of the Society. This censure is stated in writing and becomes a part of the member's official record with the Society.

Section 28. Probation is a period in which a member functions within the Society as a normal member pending the outcome of an academic matter such as a GPA that drops below the minimum standard GPA, or a behavioral matter where the Faculty Council or School Administration are investigating a disciplinary matter involving the student. Once the issue is resolved or, in the case of grades, at the end of the probationary marking period, the probationary status is removed from the student, and he/she resumes normal status within the Society.

Section 29. Suspension is a temporary loss of responsibilities, rights, and title within the CVSNHS. Probation can range from one marking period to one year. Following probation, members regain admission for the club year in which the infraction occurred—beyond this period members receiving probation are eligible to reapply to the Society for the upcoming year.

Section 30. Expulsion is the permanent removal of a member from the society following an infraction that is so oppositional to the core values and ideals of the Society, and/or threatens the health, safety, and welfare of the Society that swift, permanent, removal of the student is warranted. Following a finalized expulsion, a student who is deemed guilty of an offense in which expulsion is appropriate may not be a member of the club again in the year of the offense or in any subsequent year.

Section 31. Disciplinary action through a faculty advisory may be initiated by any member of the CVSNHS, or teacher or administrator. The decision to proceed to formal disciplinary action through the faculty advisory will fall on society officers and/or society advisors. An investigation may be initiated directly by the faculty advisory and the school administration if it is felt that the society advisors and officers cannot offer an unbiased path to objective review by the faculty advisory.

Section 32. In situations where a certain degree of confidentiality is required, this decision will rest with the CVSNHS faculty and/or CVSD administration.

Section 33. The CV SNHS agrees with the national SNHS recommendation that its members maintain a GPA of 3.5 in STEM. We also recommend an overall GPA of ≥ 3.5 . In the event that CVSNHS has more qualified members apply than we can accept, we will use this GPA recommendation to cull applicants.

Section 34. Students who petition the CVSNHS for membership shall complete and submit a written application form (Article VIII § 2) supplied by the society's advisors, submit a $\frac{1}{2}$ page essay elaborating the applicant's motivations to join the society and what contributions the prospective member wishes to make to the club, and submit a printed copy of the student's most recent HS transcript.

Section 35. CV alumni and distinguished members of the CV and CVSNHS community may be awarded honorary membership into the CVSNHS and may be recorded and honored in official society records and displays as honorary members as indicated in Article XIII § 3. These honorary members are subject to the same expectations for conduct as the organization's active members.

Section 36. If a student enters CVHS in situations such as but not limited to: moving into the high school from another school or program, returning from or being enrolled at CVHS as part of a study abroad program, or following an extended absence from school, during which the student misses the official application period, the student may petition the general assembly to open the application process to them. If the general assembly approves this petition by a simple majority vote, the student may go through the same application and review process by the faculty council that all Society members undergo. The student must meet all criteria for admission including the requirement of enrollment in at least one honors, second level, or advanced STEM class concurrent with their membership in the CVSNHS. If the student is approved, he/she may participate in all society functions for the remainder of the school year. The student will also be expected to meet all society obligations for the remainder of the school year.

Section 37. The minimum academic period that a student can be considered a member in good standing is one semester.

Section 38. Students who are members in good standing in the CVSNHS at the time of graduation will receive SNHS honor cords to wear with their graduation cap and gown. The cost of these honor cords is covered by the CVSNHS activity account from money collected as dues and proceeds from fundraisers.

Section 39. These bylaws shall be reviewed, revised, and amended on a yearly basis to ensure that they best serve the needs of the CVSNHS. Such revisions, and amendments must be reviewed by the entire CVSNHS body and be approved by a 2/3 vote of a quorum of active members.

Section 40. Membership is non-transferrable between chapters. Students who transfer from or to a school with an SNHS chapter must go through the application process and pay the membership as described in the constitution.