



**Constitution and By-laws
of
HCS Scholars Academy High School Chapter of Mu Alpha Theta**

PURPOSE

Mu Alpha Theta, which is sponsored by professional mathematics organizations, including the Mathematical Association of America, the National Council of Teachers of Mathematics, the Society for Industrial and Applied Mathematics, and the American Mathematical Association of Two-Year Colleges, is a non-secret organization whose purpose is the promotion of scholarship in, and enjoyment and understanding of, mathematics among high school and two-year college students.

[Article I]

THE NATIONAL ORGANIZATION AND ITS ROLE

ULTIMATE AUTHORITY

The ultimate authority for the affairs of Mu Alpha Theta shall rest with the chapters, each having one vote. However, the chapters may delegate to the Governing Council (see Section 2), committees, and conventions of the organization the authority to deal with questions not specifically delegated to the chapters by this Constitution. Unless otherwise provided for by this Constitution, the following procedure shall be followed in submitting questions to the chapters: Questions may originate either in the Governing Council or in a General Convention. Or, a question may be proposed by any chapter of the organization by referring it to the Governing Council. The Council may then make a recommendation to be voted on by all chapters. Recommendations shall be deemed approved unless a majority of the chapters voting decide against it and inform the Treasurer of their disapproval within two months of the date of submission, not including summer months.

THE GOVERNING COUNCIL

The Governing Council of Mu Alpha Theta shall exercise all those functions usually assigned to a board of directors and shall have the power to decide all questions concerning the organization as a whole, which are not otherwise addressed by this constitution or by vote of the chapters. The Council will meet at least twice a year. The Governing Council shall include: a President, a President-Elect or Past-President, a Treasurer, four Regional Governors, a representative from each of the sponsoring organizations, and an Executive Director. Governors and officers shall serve without remuneration.

An Executive Committee composed of the President, President-Elect or Past-President, and the Treasurer shall be responsible for making senior staff personnel decisions. Compensation packages must be approved by the Governing Council as a whole.

For additional information on the roles and responsibilities of the Governing Council, see the national constitution and bylaws, Article III, Sections 1-7.

[Article III]

POWERS VESTED IN THE ORGANIZATION

THE PRINCIPAL (OR THE PRINCIPAL'S DESIGNEE) WILL

- Solicit one or more volunteers to serve as chapter advisor(s).
- Reserve the right to approve all activities and decisions of the chapter.
- Receive appeals in cases of non-selection of member candidates or the dismissal of members after that individual has appealed a decision, in writing, to the advisor and the content-area faculty advisory council.

THE CHAPTER ADVISOR WILL

- Consist of an instructional coach and a teacher certified in the content area. The role of the instructional coach is to coordinate between the societies and to assist with the operations of the society.
- Be a faculty member who volunteers to lead the chapter and, by their example, demonstrate enthusiasm for language arts and education.
- Be responsible for the direct, day-to-day supervision of the chapter and act as liaison among students, faculty, administration, and community.
- Maintain files on membership, chapter history, activities, financial transactions, and the chapter bylaws.
- Regularly review each member for compliance with society standards and obligations.
- Determine the method of officer selection.

- Determine the number of officers and their duties.
- Help the chapter officers understand and carry out their duties.
- Act as a voting member of the Content-Area Faculty Advisory Council.
- Serve as the major liaison between the local chapter and the National Office, submitting the membership information and fees and any other items requested by the National Advisory Council and receiving items pertaining to membership sent by the National Office.

THE CONTENT-AREA FACULTY ADVISORY COUNCIL WILL

- Consistent of one member of the administrative team and one member from each core content area (i.e., English, math, science, and social studies).
- Meet to review the procedures of the chapter, outline the selection process for new members, consider dismissals, and/or discuss other related matters.
- Develop and revise, when necessary, all chapter procedures for the selection and dismissal of members.

[Insert relevant articles]

LOCAL CHAPTER GUIDELINES

INITIAL CHARTERTING

Any high school or two-year college, with accreditation from a recognized accrediting agency and offering courses in mathematics, may petition to have a chapter, providing it meets the following minimum requirements.

1. High schools must offer at least two years of algebra and one year of geometry, or their equivalent, and a minimum of one year of more advanced mathematics. These requirements cannot be fulfilled by courses in general mathematics, general business mathematics, or arithmetic. Two-year colleges must offer at least three courses beyond pre-calculus, which include calculus, differential equations, linear algebra, or statistics.
2. The school must employ at least one teacher whose primary teaching field is mathematics and who has completed an undergraduate mathematics major or its equivalent at an accredited college or university. The equivalent of a mathematics major shall be understood to include a minimum of six college mathematics courses at the calculus level or above.
3. The Principal, or other chief administrative officer of the institution, must approve the petition.
4. An initial charter fee, along with the regular initiation fee for each member, shall be paid to the office of the Treasurer before a charter is granted. If a check accompanies the

petition, it will be held until the institution is granted a charter, at which time it will be cashed. If the charter is denied, the check will be returned to the petitioning school with an explanation of why the charter was denied.

5. High school chapters shall be admitted for membership on the approval of the President and the Governor of the appropriate region. Two-Year College chapters shall be admitted for membership on the approval of the President and the AMATYC Representative. Should either deny a petition for membership, the school may appeal the decision to the Governing Council for consideration. A two-thirds vote of the Governing Council shall be required to approve such a chapter for membership.

INACTIVE CHAPTERS AND FORFEITURE OF CHARTER

1. If a chapter makes no report of new members for one year, at the end of that school year, the National Office shall inquire by letter if it is still an active chapter. If no members are added the following school year, for a total of two consecutive years without members, the chapter shall be considered inactive. The school will be notified that the chapter has been made inactive and asked to remove the name Mu Alpha Theta from its math club. A chapter may reactivate at any time, simply by sending the initiation fees for its members and paying a reactivation fee.
2. If an inactive chapter, with members, continues to use the Mu Alpha Theta name; and three months after a warning letter is received, still does not register their members, their charter will be rescinded. If a charter is forfeited, the school must resubmit a petition and pay for a new charter, should they want to have a chapter at some time in the future. The chapter sponsor and the principal of the school will be notified by registered mail that they are in violation of this constitution and that their charter has been forfeited.

[Article IV]

PARTNERSHIP WITH SCHOOL CLUB/ORGANIZATION

To create a welcoming environment for all students, even those who do not currently meet requirements for induction, the content-area honor society will pair with a school based club. Only inducted members can vote or hold officer positions; however, through the partnership with a school based club, students may participate in events. Students who participate in the club, but are not inducted members, are not eligible for honor cords, and they can only list the club (not the honor society) on college applications, resumes, and curriculum vitae. Inducted memberships should list the honor society. Members who have transitioned from the partnered club to being inducted should delineate membership for each. [See bylaw guidelines for additional information.](#)

THE CHAPTER OFFICERS

The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Content-Area Faculty Council and the principal, and described in the chapter bylaws.

The officers of this chapter shall be elected in accordance with school guidelines for club inductions. If a senior or a non-returning student is in an officer position, the remaining officers and/or Content-Area Faculty Council may temporarily appoint students to handle the business of the society until the fall induction ceremony.

An officer may hold a position in one other honor society/club (up to two total positions); however, no officer may be president of more than one honor society/club.

Guidance on the chapter's officers will be guided by the following:

- 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 Mu Alpha Theta.
- It shall be the duty of the president to preside over all the meetings of this chapter.
- The vice-president shall fulfill the duties of the president in his/her absence. The vice-president shall also liaison with yearbook staff to assist with the representation of the society in the yearbook.
- 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.
- 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.

CRITERIA FOR CHAPTER MEMBERSHIP

The following minimum requirements for Members and Associates shall be common to all chapters:

1. Each chapter shall have a faculty-student committee, which will recommend possible members to the chapter.
2. Members:
 - a. High school students in grades 9 through 12, at the school where their permanent record resides, who have completed the equivalent of two years of college preparatory mathematics and in addition have completed or are enrolled in a third year of college preparatory mathematics are eligible for membership, providing

their mathematical work was done with distinction. On the 4-point grading scale, this shall mean at least a 3.0 grade point average.

- b. b) Two-year college students who were members of Mu Alpha Theta in high school are eligible for membership in their college's chapter. Two-year students are also eligible if they have had at least one mathematics course at or above the College Algebra/Precalculus level and at least a 3.0 GPA overall in all Two-year college mathematics courses at or above the College Algebra/Precalculus level.
3. Associates:
 - a. High School students in grades 9 through 12, at the school where their permanent record resides, who have completed one year of algebra, or its equivalent, with distinction and are currently enrolled in a higher math course are eligible to be Associates of Mu Alpha Theta. Associates are not members of Mu Alpha Theta but are likely candidates for membership. Associates do not pay the initiation fee but are eligible to be listed with the National Office, should they wish to participate in Mu Alpha Theta national math contests. While they are not entitled to vote nor hold office in their chapter, they are entitled to attend and be heard at meetings. A student may remain an Associate for only one year and then, if eligible, must be inducted as a Member of Mu Alpha Theta
 4. No student shall be recommended for consideration that does not meet the minimum qualifications. Individual chapters may impose additional requirements, however, no student will be denied membership on account of race, religion, color, creed, ethnicity, national origin, age, gender, sexual preference, and/or physical disability.
 5. No student may list membership in Mu Alpha Theta on a resume until their name has been submitted to the Treasurer for inclusion in our official records. Chapters are responsible to
 6. notify the Treasurer within one month of a student's initiation.
 7. A student may only compete in Mu Alpha Theta competitions with a team from the school where they are currently listed as a member and where their permanent records reside.

REQUIREMENTS AND PROCEDURES FOR INITIAL MEMBER SELECTION

Students must have completed Algebra I Honors, Algebra II Honors, and Geometry Honors. In addition, they must be enrolled in a math course at the Honors or AP level, or they may be enrolled in a math course through Coastal Carolina University.

Students must have a minimum 3.0 (on a 4.0 scale) overall GPA and content area GPA. Coastal Carolina University's grades are included in the unweighted GPA calculation.

Students must pay the induction fee to the national office and any additional fees required by the school chapter.

REQUIREMENTS FOR CONTINUED MEMBERSHIP

Members must attend regular meetings and participate in activities. Members must maintain a 3.0 unweighted combined GPA in all math courses completed and a 3.0 overall unweighted GPA. Members must be enrolled in a math course during the school year. These courses may be Honors, AP, or dual-enrollment. Coastal Carolina University's grades are included in the unweighted GPA calculation.

Students must pay yearly dues, which will be decided by the officers, principal, and Content-Area Faculty Council. These dues will be collected to pay the yearly review fees to the national office. Any remaining fees may be used in support the honor society's mission.

DISMISSAL OF MEMBERSHIP

Any student who does not meet GPA requirements for two consecutive semesters may be removed from membership based on the recommendation of the principal and the Content-Area Faculty Council. Any student who fails to meet the community service requirements, attend meetings, participate in events, and/or uphold the values of the society may be removed from membership based on the recommendation of the principal and the Content-Area Faculty Council. Students may be readmitted upon addressing the outstanding issues. Until readmission is granted, the dismissed students will have no voice or vote in chapter affairs.

INDUCTION

The regularly scheduled induction ceremony will take place during the spring semester. Students must be present at the induction ceremony to finalize membership. If a student misses the induction ceremony, the principal and advisor may grant permission for the induction to occur at the next regularly scheduled meeting of the honor society; however, this cannot occur until elected officers for the current school year are in place. Seniors cannot be inducted as the spring ceremony is for the upcoming school year, and at that point, the students will no longer be at Scholars Academy.

MEETINGS

Each chapter shall have regular meetings during the school year, on days designated by the executive committee and in accordance with school policy and regulations.

The regularity of the meetings (i.e., weekly, monthly, bimonthly) shall be designated in the chapter bylaws, but they shall occur no less than once a semester. Meetings shall be scheduled in accordance with school guidelines. Meeting dates are pending administration approval and must work with other organizations and clubs to limit conflicts for members.

The chapter president or other designated student leader, in consultation with the Chapter Advisor, may call special meetings of the chapter.

CHAPTER ACTIVITIES

Each chapter shall determine, in accordance with the Chapter Advisor, activities appropriate to the purposes of Mu Alpha Theta.

These activities shall have the following characteristics: fulfill a need within the school or community; have the support of the Content-Area Faculty Council; be appropriate and educationally defensible; and be well-planned and executed. These activities may or may not directly pertain to the discipline of math, but should in some ways reflect the activity's appropriateness to the goals and mission of Mu Alpha Theta.

Each chapter shall publicize its projects in a positive, responsible, and tasteful manner suitable for representing a national honor society such as Mu Alpha Theta.

Each chapter is responsible to host one service opportunity per semester.

COMMUNITY SERVICE

All members must complete community service. Students must complete the required yearly community service hours for the HCS Scholars Academy High School and complete an additional 10 hours of community service. The 10 hours may also count towards requirements for the other honor societies. Service to the societies may count towards this requirement.

USE OF OFFICIAL INSIGNIA AND MOTTO

This organization shall have an official emblem selected by the Governing Council.

The distribution of the emblem and the rules for its use shall be under the exclusive control of the Governing Council.

Each active or graduate member shall be entitled to wear this emblem.

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

AMENDMENTS TO BYLAWS

Changes can be recommended by students, administration, or faculty, but approval of changes will occur with a majority vote by the faculty council.