



**Constitution and By-laws
of
HCS Scholars Academy High School Chapter of the
Science National Honor Society**

PURPOSE

Section 1. The name of this organization shall be the HCS Scholars Academy High School Chapter of the 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 I]

**THE NATIONAL ORGANIZATION AND ITS ROLE
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 though 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 II]

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(S) 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. The teacher who volunteers to lead the chapter will, by their example, demonstrate enthusiasm for science and science 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 Office 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.
- Serve an appointment of one school year, and they may serve consecutive years.

[Articles V& VI]

LOCAL CHAPTER GUIDELINES

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 IV]

PARTNERSHIP WITH SCHOOL CLUB/ORGANIZATION

To create a welcoming environment for all students, even those who do 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

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. The officers of this chapter shall be elected in accordance with school guidelines for club elections. 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 next 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.

Section 2. The chapter shall consist of the following officers: a president, a vice president, a treasurer, and a secretary. 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 and to represent the society when needed within the school and community.

Section 4. 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.

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. The treasurer shall also play lead during fundraising events within the school and community.

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 X]

CRITERIA FOR CHAPTER 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.

REQUIREMENTS AND PROCEDURES FOR INITIAL MEMBER SELECTION

Section 1. Candidates must have completed Biology Honors and Chemistry Honors (or be enrolled in Chemistry honors at the time of applying). In addition, they must be enrolled in a science course at the Honors or AP level, or they may be enrolled in a science course through Coastal Carolina University.

Section 2. Candidates may become members based on their science performance (3.5 unweighted) and overall GPA (3.0 unweighted) as outlined by Article VII of the national bylaws. Prospective candidates must petition for membership by inquiring with the chapter advisor. 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, including an officer lecture. Members must maintain a 3.5 unweighted combined GPA in all science courses completed and a 3.0 overall unweighted GPA. Members must be enrolled in a science 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 to support the honor society's mission.

DISMISSAL OF MEMBERSHIP

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.

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.

HONORARY MEMBERSHIP

Honorary membership may be awarded to those who have supported the society through their efforts even though they do not meet requirements for membership.

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.

[Articles VII, VIII, & 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. The regularity of the meetings shall be designated in the chapter bylaws. 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.

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 accordance with school policies for electing officers of clubs and student organizations. Their term shall begin at the end of the ceremony through the next fall induction. 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.

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 XI]

CHAPTER ACTIVITIES

Section 1. Each chapter is responsible to host one service opportunity per semester.

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 XII]

COMMUNITY SERVICE

As outlined by Article XII, 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.

[Article XII]

USE OF 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 XIII]

BYLAWS AND AMENDMENTS

Updated on 9/13/2023

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

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 XV]