



Constitution and By-laws of Miller Place High School Chapter of the Science National Honor Society

Chapter Bylaws

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ARTICLE I NAME AND PURPOSE

Section 1. The name of this organization shall be the Miller Place 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 Miller Place High School Chapter shall recognize students who demonstrate excellence, curiosity, integrity, leadership, service, and commitment to the study of science.

Section 4. The chapter shall operate in accordance with the rules, expectations, and Constitution and Bylaws of the national Science National Honor Society and the policies and procedures of Miller Place High School and the Miller Place Union Free School District.

ARTICLE II MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon a student. Once selected, members have the responsibility to continue to demonstrate excellence in scholarship, character, leadership, service, and scientific engagement.

Section 2. Membership shall be open to students in grades 11 and 12.

Section 3. Candidates must have and maintain a minimum overall GPA of 88% unweighted and a minimum science GPA of 90% unweighted. The science GPA shall include all high school credit-bearing science courses, including high school credit-bearing science courses taken in middle school, if applicable. If weighted averages

are used, the chapter advisor shall be responsible for verifying or converting values to align with the local unweighted requirements.

Section 4. Candidates must have completed at least two credits of Honors or AP-level/Colleg science courses by the time they are inducted.

Section 5. Candidates must be enrolled in a science course during the current school year or maintain an active role in science-related activities with the approval of the chapter advisor.

Section 6. Candidates must maintain behavior that is acceptable under the Miller Place High School Code of Conduct and must demonstrate integrity, responsibility, academic honesty, and positive citizenship within the school community.

Section 7. Members shall be known as active members while enrolled at Miller Place High School. Active members shall become graduate members upon graduation, provided they are members in good standing at the time of graduation.

Section 8. Members are expected to attend meetings, participate in chapter projects, complete required service, and remain active in the work of the chapter.

ARTICLE III SELECTION OF MEMBERS

Section 1. The selection process shall be reasonable, fair, and consistent with national SNHS requirements, local chapter bylaws, and school policy.

Section 2. The description of the selection procedure shall be made available to students and families in a timely manner through school-approved communication channels.

Section 3. Prospective candidates must submit a completed application, including student information, science course history, a brief student statement, and signed student and parent/guardian acknowledgment of membership expectations.

Section 4. Candidates must submit or secure two recommendations from former or current science teachers. Recommendations and science department feedback may be reviewed by the chapter advisor and/or faculty review committee.

Section 5. Academic eligibility, science course completion, conduct, and other qualifications shall be verified before final acceptance.

Section 6. The application process shall generally begin in September, with application review occurring in September/October and induction taking place in November or during the fall semester.

Section 7. Acceptance into the chapter shall not be based on the ability to pay local chapter dues. No student shall be denied participation due to financial hardship.

ARTICLE IV PRINCIPAL, ADVISOR, AND FACULTY REVIEW

Section 1. The principal of Miller Place High School shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall appoint the chapter advisor annually. The advisor may serve consecutive terms. There may be multiple chapter advisors.

Section 3. The chapter advisor shall be responsible for the direct supervision of the chapter and shall act as a liaison among faculty, administration, students, families, and the community.

Section 4. The chapter advisor shall maintain files on membership, chapter history, activities, service records, attendance, and financial transactions. The advisor shall submit any annual report required by the national office.

Section 5. The chapter advisor shall frequently review each member for compliance with SNHS standards, local chapter obligations, and school expectations.

Section 6. A faculty review committee may be used to support the advisor with the review of applications, member standing, probation, warnings, and dismissal recommendations. The principal shall approve the faculty members who serve in this role.

ARTICLE V CHAPTER OFFICERS

Section 1. The officers of the chapter shall be President, Vice President, Secretary, Treasurer, and Community Outreach Officer. Additional positions, such as Research Lead or Historian, may be established by the advisor and chapter members if needed.

Section 2. All officers must be active members of the Science National Honor Society and must remain members in good standing throughout their term.

Section 3. For the initial year of the chapter, officers may be elected after the first group of members is inducted. In subsequent years, officers shall be elected in April and assume responsibilities in May, unless an alternate timeline is approved by the advisor and principal.

Section 4. A majority of votes cast shall be necessary to elect any chapter officer. Candidates may be asked to submit a brief officer application or bio and may be interviewed by the chapter advisor before appearing on a ballot.

Section 5. The President shall preside over chapter meetings, represent the chapter at school or public occasions, work with the advisor to plan meetings, and help coordinate the work of the officers and committees.

Section 6. The Vice President shall fulfill the duties of the President in the President's absence and shall assist with committee work, member participation, and chapter projects.

Section 7. The Secretary shall keep accurate minutes of each meeting, maintain a record of attendance, assist with chapter communication, and provide records to the chapter advisor.

Section 8. The Treasurer shall assist the advisor with maintaining financial records, tracking local dues, and documenting chapter expenditures in accordance with school regulations.

Section 9. The Community Outreach Officer shall help organize chapter service projects, science outreach, peer tutoring, science fair support, and community-based scientific engagement activities.

Section 10. If established, the Research Lead or Historian shall support student scientific presentations, maintain a record of chapter events, and help publicize chapter activities through school-approved communication channels.

Section 11. All chapter officers are obligated to present two brief scientific lectures annually. Lectures should be approximately ten to fifteen minutes in length and must be approved by the chapter advisor before being presented.

Section 12. Officers may be removed from office for failure to fulfill officer responsibilities, violation of school rules, or failure to uphold the standards of the Science National Honor Society. Removal of an officer shall be carried out by the chapter advisor in consultation with the principal or faculty review committee, as appropriate.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the chapter officers and the chapter advisor or advisors.

Section 2. The Executive Committee shall have general supervision of the meetings, affairs, and business of the chapter, subject to the review and approval of the chapter advisor and principal.

Section 3. The Executive Committee shall make recommendations to the chapter, help plan meetings and activities, support service projects, and assist with communication and recordkeeping.

Section 4. The Executive Committee shall ensure that chapter activities and procedures follow school policy, district regulations, and national SNHS expectations.

ARTICLE VII MEETINGS

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

Section 2. Members are required to meet at least four times per year. The Miller Place High School Chapter shall generally aim to meet monthly or as needed to support chapter activities and service projects.

Section 3. The President and/or advisor may call special meetings when needed.

Section 4. All meetings shall be open meetings and shall be held under the supervision of the chapter advisor or the advisor's delegated representative.

Section 5. Meeting agendas, attendance, minutes, and member participation records shall be maintained by the Secretary and/or advisor.

ARTICLE VIII ATTENDANCE AND PARTICIPATION

Section 1. All active members are expected to attend scheduled chapter meetings and participate in chapter activities.

Section 2. Members who are unable to attend a meeting should communicate with the chapter advisor or designated officer in accordance with the procedures established by the chapter.

Section 3. Members who demonstrate poor attendance, lack of participation, or failure to meet chapter obligations may receive a written warning and may be required to complete additional service or corrective action, as determined by the advisor.

Section 4. Continued failure to attend meetings or participate in chapter activities may result in probation or dismissal from the chapter.

Section 5. The goal of the chapter is active membership, leadership, service, and scientific engagement, not membership in name only.

ARTICLE IX CHAPTER ACTIVITIES AND SERVICE

Section 1. The chapter shall determine one or more projects each school year.

Section 2. All members shall participate in one or more chapter projects each school year.

Section 3. The purpose of chapter projects shall be to encourage scientific thinking and engagement and/or scientific outreach to the public.

Section 4. The chapter shall support science-related service such as science peer tutoring, science fair or STEM event support, outreach to younger students, guest speaker events, research presentations, community science projects, and other activities approved by the advisor and principal.

Section 5. Members must complete at least four hours of science-related service per school year to maintain membership.

Section 6. The chapter shall attempt to bring speakers from the scientific community into the school, including through virtual meetings when appropriate and feasible.

ARTICLE X DUES AND FINANCES

Section 1. The Miller Place High School Chapter shall collect a \$15 annual local chapter dues fee from accepted members to help support chapter activities, induction materials, service projects, and basic operating expenses.

Section 2. Local chapter dues shall be collected only after a student has been accepted for membership. There shall be no fee to apply.

Section 3. No student shall be denied membership or participation due to financial hardship. If a student cannot pay local dues, the chapter shall work with the advisor and school administration to provide support, raise funds, or waive the local fee as appropriate.

Section 4. The Treasurer shall assist the advisor with tracking dues and expenditures. All funds shall be handled in accordance with school and district financial procedures.

Section 5. Optional items such as graduation cords, pins, patches, certificates, or other SNHS materials may require separate ordering and payment unless covered by the chapter or school.

ARTICLE XI PROBATION, DISMISSAL, AND APPEALS

Section 1. A member may be placed on probation or dismissed if the member violates the standards, obligations, or ideals of the Science National Honor Society or the Miller Place High School Code of Conduct.

Section 2. A member who falls below the required overall GPA or science GPA shall be placed on probation for one semester and given an opportunity to correct the deficiency. If the standards are not met by the end of the probationary period, the member may lose membership in the Science National Honor Society.

Section 3. It is the responsibility of the chapter advisor, not student officers, to determine probation status and inform the member of the probation status.

Section 4. A member who fails to complete service requirements, meeting expectations, or chapter participation requirements shall receive written notification and a reasonable opportunity to correct the deficiency before dismissal is considered.

Section 5. A member may be dismissed without a prior warning in cases involving serious misconduct, academic dishonesty, violation of school rules, or other conduct that is inconsistent with the ideals of the Science National Honor Society.

Section 6. Dismissal shall be approved and carried out by the chapter advisor in consultation with the principal and/or faculty review committee, as appropriate.

Section 7. Upon dismissal, the student is divested of all benefits of membership and must return any emblem or item belonging to the chapter if requested.

Section 8. A student may appeal dismissal by submitting a written request to the principal of Miller Place High School. The request may be forwarded to the National Board of Directors for review when required by national SNHS procedures.

ARTICLE XII INDUCTION AND INSIGNIA

Section 1. Candidates become members when inducted at a special ceremony approved by the advisor and principal.

Section 2. The chapter shall generally hold an induction ceremony in November or during the fall semester.

Section 3. Members in good standing may be recognized through certificates, chapter recognition, SNHS insignia, graduation cords, pins, or other approved items as determined by chapter procedures and available resources.

Section 4. The official SNHS emblem and rules for its use shall remain under the exclusive control of the National Board of Directors.

Section 5. Any member who resigns or is dismissed may be required to return the emblem or chapter-issued materials to the chapter advisor.

ARTICLE XIII AMENDMENTS

Section 1. These local bylaws may be amended by a two-thirds vote of the active chapter members, provided the proposed amendment has been reviewed by the Executive Committee and approved by the chapter advisor and principal.

Section 2. Notice of proposed amendments shall be given to members in writing at least two weeks prior to the meeting at which the amendment is to be voted upon.

Section 3. No amendment may conflict with the national SNHS Constitution and Bylaws, Miller Place High School policy, or Miller Place Union Free School District procedures.

Section 4. Local chapter bylaws and amendments shall be sent to the National Board of Directors when required by national SNHS procedures.

ARTICLE XIV NATIONAL ORGANIZATION AND COMPLIANCE

Section 1. The Science National Honor Society is a national organization with a National Board of Directors and established Constitution and Bylaws.

Section 2. The Miller Place High School Chapter shall conform to the national Constitution and Bylaws of the Science National Honor Society. Failure to do so may result in loss of the chapter charter.

Section 3. The chapter advisor shall maintain communication with the national organization as needed, including updating advisor information, reviewing national resources, submitting required reports, and following procedures for renewal, member recognition, or national items.

Section 4. If any provision of these local bylaws conflicts with national SNHS requirements, the national SNHS Constitution and Bylaws shall govern.