



# Constitution and By-laws of Roy C. Ketcham High School Chapter of the Science National Honor Society

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## ARTICLE I

### NAME AND PURPOSE

**Section 1.** The name of this organization shall be the Roy C. Ketcham HS 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 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.