



# Constitution and By-laws Franklin Academy High School Chapter of the Science National Honor Society 2018 – 2019 School Year

## ARTICLE I NAME AND PURPOSE

- ✉ **Section 1.** The name of this organization shall be the Science National Honor Society for Secondary Schools (SNHS). Specifically the **Franklin Academy** High School Science National Honor Society.
- ✉ **Section 2.** The purpose of this organization shall be to encourage participation in and recognition of scientific and intellectual thought. It is to advance the students' knowledge of classical and modern science, to communicate with the scientific community, and to aid the civic community with its comprehension of science. It is to encourage students to participate in community service and, in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all mankind.
- ✉ **Section 3.** The SNHS is a non-profit organization under 501(c) 3 as Internal Revenue Service approval.
- ✉ **Section 4.** The SNHS 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.
- ✉ **Section 2.** The National Board of Directors shall consist of nine (or more) 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.
- ✉ **Section 5.** The members of the National Board of Directors shall elect a Chairman, Vice Chairman, Secretary, and Treasurer by popular vote.
- ✉ **Section 6.** Board members are eligible for an officer position only after at least one year of service on the board.
- ✉ **Section 7.** 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 8.** The Chairman may form committees and appoint chairpersons to them.
- ✉ **Section 9.** Any board member may be removed for cause by a two-thirds vote of the board.
- ✉ **Section 10.** The National Board of Directors shall hold at least one in-person and two virtual meetings annually. The Chairman may call emergency meetings. A meeting may be held only if a quorum is present.
- ✉ **Section 11.** Members may attend meetings though any real-time method including but not limited to participation through physical attendance, conference call, or video conference.
- ✉ **Section 12.** Members of the Board of Directors should make every attempt to attend all meetings. Members who miss more than two 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.
- ✉ **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, regional or state affiliate, if any, shall not exceed 15 dollars. The officers of the chapter shall determine the exact amount.
- ✉ **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.
- ✉ **Section 6.** A chapter can reapply for a charter under conditions determined by the board.

**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 ADVISOR**

- ✉ **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 adviser shall send an annual report to the national office.
- ✉ **Section 3.** The chapter adviser shall frequently review each member for compliance with SNHS standards, obligations, and ideals.
- ✉ **Section 4.** The chapter adviser 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 must be in the last two years of secondary school education but exceptional sophomore students can be accepted into a chapter.
- ✉ **Section 3.** A member must have and maintain a 3.0 grade point average.
- ✉ **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. If second year honors or upper level science courses are not offered by the school, then the student must be enrolled in a second first year honors or upper level science class.
- ✉ **Section 5.** A member must maintain a B cumulative average (3.5 GPA) across each **science** course.
- ✉ **Section 6.** A member must maintain behavior that is acceptable to the guidelines as outlined by the school's code of conduct in the student handbook of their educational institution.
- ✉ **Section 7.** 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 8.** Regular members may give a lecture with the chapter advisor's approval.
- ✉ **Section 9.** Any active member who falls below the standard of 3.00 G.P.A or who falls below a 3.5 average across all science courses shall be placed on probation for the interim of one **grading** period. A 3.00 in overall G.P.A. and a 3.5 average across all science courses will be the standard that occurs 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 be dropped from membership in the Science National Honor Society.

**ARTICLE VIII**  
**SELECTION OF MEMBERS**

- ✉ **Section 1.** Candidates may be selected in any manner deemed reasonable and fair by the principal.
- ✉ **Section 2.** Candidates may only be accepted upon adherence to the policies of membership outlined Article VII, Sections of this Constitution.
- ✉ **Section 3.** Candidates may become members based on their science performance and GPA as outlined in Article VII. Prospective candidates petition for membership in the Science National Honor Society by completing the proper application form and returning it to the advisor. Prior to selection, the following shall occur:

- ✉ Students' academic records shall be reviewed to determine scholastic eligibility.
- ✉ The Student's Application Form will be reviewed.
- ✉ The teacher recommendations
- ✉ The student's essay in order to determine membership.

✉ **Section 4.** Once selected and registered, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

✉ **Section 5.** An active member of the Science National Honor Society who transfers from this school will be given a letter indicating the status of her membership, signed by the chapter advisor.

✉ **Section 6.** An active member of the Science National Honor Society who transfers to this school will be accepted for membership in this chapter when proof of membership is provided. The advisor(s) shall grant to the transferring member one quarter to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain her membership.

## **ARTICLE IX** **MEMBERS' DUTIES**

✉ **Section 1.** Membership dues will be \$ 40.00 per school year.

✉ **Section 2.** Members shall attend 80% of all regular meetings.

✉ **Section 3.** Members shall attend at least two lectures by an officer or guest speaker per school year.

✉ **Section 4.** Members shall participate in 50% of major SNHS projects.

✉ **Section 5.** Members will earn a minimum of five hours per semester of club-related community service deemed appropriate by chapter advisors.

✉ **Section 6.** Every member must participate in all the general fundraising activities and/or participate in a special fundraising committee.

✉ **Section 7.** Regular members may give a lecture with the chapter advisor's approval.

## **ARTICLE X** **CHAPTER OFFICERS**

✉ **Section 1.** In the first year of formation, the chapter advisors shall appoint the officers of the club.

✉ **Section 2.** The officers of the chapter, their duties, and the method of their election shall be determined by the advisor and members of the chapter and be described in the chapter bylaws.

✉ **Section 3.** All returning active members are eligible to run for a position as an officer.

- ✉ **Section 4.** The officers of the chapter shall be elected by the members of the chapter. Eligibility to hold office will be determined by the evaluation of the officer's application form and/or teacher recommendation by the chapter advisors prior to elections.
- ✉ **Section 5.** 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. Other officers may be created by the chapter advisors to meet the needs of the chapter.
- ✉ **Section 6.** 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 in a special ceremony. The lecture may be based on any scientific idea, past, present, or future. It may take the form of a report on a certain subject.
- ✉ **Section 7.** 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 Rules of Order, Newly Revised* and hence, conduct the meetings in a coherent policy. The officers shall meet regularly, make recommendations to the chapter, and perform all duties named in the chapter bylaws.
- ✉ **Section 8.** Chapter officers shall fulfill all duties named in this Constitution and the local chapter bylaws.
- ✉ **Section 9.** The officers shall abide by this Constitution, the SNHS standards, obligations, and ideals.
- ✉ **Section 10.** A majority of the votes cast shall be necessary to elect any chapter officer.
- ✉ **Section 11.** Officers may be required to meet at additional times outside of regular meetings. Failure to attend officer meetings can be grounds for dismissal as an officer of this chapter.
- ✉ **Section 12.** Chapter officers shall fulfill the following duties:
- ✉ The president must prepare the agenda for all the meetings and confirm it with the advisors one week prior to the meeting (with the exception of the emergency meetings). He/She must represent the chapter at school and public functions, meet regularly with the chapter advisors to discuss the progress of ongoing projects, coordinate the major science projects of the year (with the help of a specific, selected team), coordinate one scientific seminar during the course of the academic year, write and deliver a speech on Goals and Achievements of the SNHS during induction ceremonies, and assist the advisor in updating the Science National Honor Society webpage on the Franklin Academy High School website.
  - ✉ The vice president shall preside in the absence of the president and assist the president in maintaining order at chapter meetings. The vice president is responsible for collecting meeting attendance to insure required levels of member participation. The vice-president shall also keep a record of members' contributions to scientific leadership and service acting as a coordinator of the activities related with speakers, specific competition projects, field trips, etc. The vice-president will act as a sort of logistic coordinator with the school's Administration Office, will be in charge of itinerary, transportation, etc. for SNHS projects and/or activities, plan and preside at the induction

ceremony, assist the President with the coordination of at least one scientific seminar, and serve as president if the president is removed from office or resigns.

✉ The secretary should keep accurate and complete minutes of all general and executive meetings, keep accurate and complete attendance records of all the meetings, keep a proper file of all incoming and outgoing correspondence, assist the chapter advisors with all official correspondence, prepare any chapter report, assist with the coordination of a scientific seminar, work with the vice-president to help in the coordination of all the community service activities, keep a record of the service hours completed by the members and report deficiencies to the chapter advisor. He/She shall keep updated rosters of all current chapter members including addresses, cell phone numbers and e-mail addresses and keep and update calendars of all chapter events for the school year. The secretary shall prepare any announcements that concerns full chapter meetings or chapter activities, record activities of the chapter through photographs, videos, etc. and provide the information/material to the president in order to update the chapter's webpage.

✉ The Treasurer shall keep the record of chapter expenses, dues and all other financial transactions of the chapter. He/She should chair and create/prepare different fund raising activities for the chapter, organize different fundraising committees, assist the chapter advisors in preparing a statement of estimated receipts and expenditures for the school year, report on the financial status of the chapter at each SNHS meeting, and assist in the coordination of a scientific seminar.

✉ **Section 13.** Every officer should maintain a record of actions taken during her tenure to be passed on to the respective officer elected for the next school year.

✉ **Section 14.** The officers shall abide by this Constitution, the School's Goals and Criteria, the SNHS standards, obligations and ideals.

## **ARTICLE XI** **DISMISSAL**

✉ **Section 1.** A student may be dismissed if he/she violates the standards, obligations, or ideals of the Science National Honor Society. This includes violation of grade or behavioral requirements as outlined in this document.

✉ **Section 2.** Any member who falls below the standards of scholarship and fails to maintain the other requirements of membership may be considered for dismissal from the Franklin Academy High School Science National Honor Society. A member of the Science National Honor Society is expected to maintain her academic standing and take an active role in service and scientific leadership to her school and community.

✉ **Section 3.** If a member's cumulative GPA falls below the standard in effect when he/she was selected, he/she will be given a written warning and one semester for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the advisors, which may include consideration of dismissal from the chapter.

✉ **Section 4.** If a member fails to perform any of the published obligations of membership, he/she will be given a written warning and a time period for improvement (nine weeks). If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the advisors which may include dismissal from the chapter.

✉ **Section 5.** Violation of the law will result in dismissal of a member. These violations include, but are not limited to stealing; destruction of property; cheating; truancy; or possession, selling or being under the influence of drugs or alcohol at school or school-related activities. Offenders of the behavioral expectations as stated in the Student Handbook will receive a warning. Academic probation or suspension will result in dismissal from the chapter.

✉ **Section 6.** In all cases of pending dismissal:

- ✉ The member will receive written notification indicating the reason for possible dismissal from the advisors. The member and advisors will discuss the written notification in a conference. Situations that involve flagrant violation of school rules or the law can warrant disciplinary action without a written warning, although a conference must still be held.
- ✉ The member will be given the opportunity to respond to the charge against her at the conference. The advisor has the right to dismiss any student from the Science National Honor Society for misconduct or failure to maintain Society requirements.
- ✉ Dismissed members must surrender any membership emblems to the advisor.
- ✉ When a student is dismissed or resigns, she is no longer a member and may not be reconsidered for membership in the Science National Honor Society.

✉ **Section 7.** Dismissal is approved and carried out by the chapter advisors. In lieu of dismissal, the advisors may impose disciplinary sanctions upon a member as deemed appropriate.

✉ **Section 8.** Upon dismissal, the student is divested of all benefits of membership.

✉ **Section 9.** A student may appeal dismissal by submitting a written request to the Director of the High School.

## **ARTICLE XII** **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.** This chapter shall conduct its meetings following acceptable rules of conduct.

✉ **Section 3.** All chapter members are expected to attend 80% of all regularly scheduled chapter meetings.

✉ **Section 4.** The president may call emergency meetings, if approved by the officers and the club 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 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 XIII**  
**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 and intellectual thought, to further the knowledge of science in school and community, and to volunteer in the surrounding community.
- ✉ **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 twenty 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 to the extent to which their resources and location allow.

**ARTICLE XIV**  
**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 Science National Honor Society 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 XV POWERS

- ✉ **Section 1.** The chapter advisors are given the authority to supervise the administration of chapter activities, as delegated by the Principal.
- ✉ **Section 2.** The Principal shall reserve the right to approve all activities and decisions of the chapter.
- ✉ **Section 3.** These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## ARTICLE XVI AMENDMENTS

- ✉ **Section 1.** This constitution may be amended at any meeting of the National Board of Directors, or by mail with an affirmative vote of two-thirds of the members of the Board of Directors.
- ✉ **Section 2.** Chapter bylaws may be amended by the advisors at any time as deemed fit and necessary.
- ✉ **Section 3.** When amendments are to be made by the full chapter, these bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and VI, which are developed by the advisors with the approval of the Principal of the High school or Headmaster.
- ✉ **Section 4.** Bylaws and amendments must be consistent with the constitution of the Science National Honor Society and the Goals and Criteria of the school.

## ARTICLE XVII 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, dues, project descriptions, and the like. Chapters may add any other information pertinent to the chapter.
- ✉ **Section 3.** Each state or regional affiliate shall write bylaws.
- ✉ **Section 4.** State, regional, and local chapter bylaws shall be sent to the National Executive Board