



\_\_\_\_\_ High School Computer Science Honor Society  
Chapter Bylaws

School Charter Number: \_\_\_\_\_

These bylaws serve to clarify and enhance the constitution of the Computer Science Honor Society of Secondary Schools. All members of the \_\_\_\_\_ High School Computer Science Honor Society are expected to follow these bylaws as well as the CSHS Constitution.

#### ARTICLE I: Membership Application

Section 1: Students must be a member of the Sophomore, Junior or Senior class, and must have attended \_\_\_\_ for at least one semester to be eligible for application to CSHS.

Section 2: Students earning a B (80.0%) or better course grade in all computer science courses, as well as having taken AP Computer Science A or AP Computer Science Principles while demonstrating service, leadership, and honor are eligible to apply for membership.

Section 3: Students transferring to \_\_\_\_ already belonging to an official chapter of Computer Science Honor Society of Secondary Schools in Virginia may transfer their membership to the \_\_\_\_ CSHS chapter. 1[See notes at the end]

Section 4: Applications will be available to all \_\_\_\_ students for at least two weeks, and membership criteria will be advertised through school announcements as well as on the application itself.

Section 5: Students will be selected based on their academic performance, leadership and honor in all computer science courses and related activities.

Section 6: All applicants names will be sent out to the \_\_\_\_ faculty and administration to be vetted for character, honor and service; any issues will be investigated and a final determination will be made after a consensus is made between the chapter advisor and gifted coordinator.

Section 7: Members who resign or are dismissed are never again eligible for application.

## ARTICLE II: Membership

Section 1: Students will provide their contact information to the advisor and will be responsible for keeping this up to date, yearly as well as prior to graduation.

Section 2: Students will be required to perform at least ten hours of community service per academic year. Students will turn in a log of their time to the chapter secretary.

Section 3: Members may complete additional service hours to earn achievement recognition as follows twenty-five hours bronze service award, fifty hours silver service award, and one hundred hours gold service award.

Section 4: Students inducted into CSHS will receive a pin to signify their membership in the society and their membership in good standing affords the right to wear the emblem.

Section 5: CSHS members in good standing at the time of graduation will receive a honor chord in the society colors to wear at graduation, and these chords will be distributed at a special ceremony.

Section 6: CSHS memberships status will change from active to graduate at the time of graduation from \_\_\_\_.

## ARTICLE III: Initiation Fee and Annual Dues

Section 1: Students selected for induction to the CSHS will be required to pay a \$\_\_\_\_ initiation fee. 2 [See notes at the end]

Section 2: At the beginning of each school year members will be expected to pay annual dues of \$\_\_\_\_. 3 [See notes at the end]

Section 3: There may be other activities or events which will incur additional fees, but these events will be announced by the advisor in advance and will not be mandatory.

#### ARTICLE IV: Discipline and Dismissal

Section 1: A member falling below the required number of service hours at the end of the school year will be given a single warning by the chapter advisor. The student will be able to complete their hours in upcoming summer. However, if a member falls below the requirement more than once they will be dismissed from the CSHS and will not be eligible to reapply.

Section 2: Honor Code Violation: A member suspected of an honor code violation will be investigated by the chapter advisor who will determine the validity of the claim. If the claim is founded in truth the member will be dismissed from the CSHS immediately without eligibility to reapply.

Section 3: Any member involved in disciplinary action by the administration of \_\_\_\_ may be dismissed based on the the severity of the infraction.

#### ARTICLE V: Meetings

Section 1: \_\_\_\_ CSHS will meet each month during Honor Society Chat Meeting Days, and will begin promptly at \_\_\_\_ pm, unless otherwise announced.

Section 2: \_\_\_\_ CSHS will also meet before or after school to work on service projects or any other events requiring additional meeting time.

#### ARTICLE VI: Chapter Advisor

Section 1: The chapter advisor will maintain possession of the roll book, chapter scrapbook, awards, and other important documents or artifacts.

Section 2: The chapter advisor will report membership information and other data to the state organization.

Section 3: The chapter advisor will select students for membership based on the official criteria.

## ARTICLE VII: Chapter Officers

Section 1: The \_\_\_\_ Computer Science Honor Society will have a President, Vice President, Secretary, and Treasurer.

Section 2: Any member in good standing may run for a single officer position.

Section 3: Elections will be held at the end of each school year prior to induction of new members, all members in good standing are eligible to cast one vote for each office.

Section 4: Officers will be elected on a plurality vote. In the event of a tie the CSHS chapter advisor will decide the winner of the office in question.

Section 5: Officers elect will work with current officers on the induction ceremony.

Section 6: Chapter officers will be members of the CSHS executive committee and will attend all meetings.

## ARTICLE VIII: President

Section 1: The president will choose and engage the entire chapter membership in at least one service project per school year.

Section 2: The president will establish a calendar of meeting dates for both the membership and the executive committee.

Section 3: The president will be present for recruiting events for both new members of CSHS as well as students of AP Computer Science.

## ARTICLE IX: Vice President

Section 1: The vice president will be responsible for researching and selecting activities for the chapter these activities include but are not limited to enrichment trips, social events, and competitions. 4[See notes at the end]

Section 2: The vice president will support the president in the service project or projects.

Section 3: The vice president will be the leader for the annual induction ceremony, but will be assisted by all officers.

#### ARTICLE X: Secretary

Section 1: The secretary will be responsible for keeping the minutes of CSHS meetings and events.

Section 2: All communication to chapter members as well as the community will be the responsibility of the secretary. This includes social media, announcements, email messages, and the like.

Section 3: The secretary will update the CSHS Scrapbook at least once per year with photos and information about events and activities of the honor society.

#### ARTICLE XI: Treasurer

Section 1: The treasurer will be responsible for maintaining the account of CSHS.

Section 2: The treasurer will collect and turn dues and initiation fees and other payments and turn them into the bookkeeper.

Section 3: The treasurer will make sure that pins, chords and certificates are purchased and available for distribution at induction each year.

#### NOTES:

1. Students may transfer their membership by having their previous sponsor contact their current sponsor to verify membership. Students will be responsible for paying annual dues to the \_\_\_\_ CSHS charter regardless of their transfer date to \_\_\_\_\_. Students unable to afford the annual dues can ask the chapter advisor to have their dues waived.
2. Students who are accepted to CSHS but are unable to afford the initiation fee, can ask the chapter advisor to have the fee waived.
3. Students who belong to the CSHS who are unable to afford annual dues can ask the chapter advisor to have their dues waived.
4. CSHS activities will be open to \_\_\_\_ Computer Club as well whenever possible.