Computer Science Honor Society

Constitution

All policies and procedures for Computer Science Honor Society (CSHS) societies are based on the provisions of this CSHS Constitution. This version of the CSHS Constitution was approved for all societies on July 30, 2019, by the Computer Science Teachers Association (CSTA).

Society advisors and school principals are asked to review this document carefully. Copies can be provided to society officers and to society members as a reference to the guidelines that govern all local societies.

Table of Contents

Computer Science Honor Society Constitution

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the Computer Science Honor Society. It will also be known as CSHS.

Section 2. The purpose of this organization is to encourage students' enthusiasm for computer science, to honor academic excellence, and to promote service.

Section 3. The organization and all of its affiliates shall commit to and embody three core values:

1. **Equity:** a realization that any student has the potential to enroll, to grow, and to excel in computing.
2. **Service:** empowering members to become ambassadors of the computer science discipline, helping underscore its importance as a mainstay in the school and community.
3. **Excellence:** a commitment to promoting outstanding scholarship in computer science coursework.

Section 4. CSHS is a program of the Computer Science Teachers Association (CSTA), 332 S. Michigan Avenue, Chicago, IL 60604, a 501(c)(3) not-for-profit association. The control of this organization shall be vested in CSTA.

ARTICLE II: LOCAL SOCIETIES

Section 1. The purpose of local societies is to cultivate thriving environments for success in computer science in the schools' communities by encouraging students' enthusiasm, honoring academic excellence, and promoting service.

Section 2. Any secondary school in the United States, with accreditation from a recognized accrediting agency and offering one or more courses in computer science, may petition to have a society, providing it meets the following minimum requirements.

Section 3. Charter approvals shall be granted based on the following eligibility criteria:
1. School is an accredited institution, serves students in grades 9-12, and is located in the United States;
2. School offers one or more sections of computer science;
3. School selects one or more advisors who commit to run the program for the full academic year;

Computer Science Honor Society Constitution

4. Advisor has active CSTA+ membership;
5. Advisor agrees to all society guidelines and commits to the CSHS core values;
6. Advisor commits to submit an annual report summarizing the society's activities;
7. School expects to have at least eight student members and to hold meetings at least four times per year;
8. School has plans for service activities, student recruitment, and goals; and
9. Principal gives authorization for society creation.

Section 4. Each society shall be designated by the shortened official name of the school appended to "CS Honor Society" (e.g., "Oak Park CS Honor Society" for Oak Park High School, "East Springfield CS Honor Society" for East Springfield Academy).

Section 5. Each new society shall pay a one-time charter fee to CSTA.

Section 6. Each society shall pay annual dues to CSTA for each student member.

Section 7. The annual individual member dues paid to a local society shall not exceed twenty ($20.00) dollars. The exact amount shall be determined by the executive committee of the local society and shall be subject to the approval of the local society membership.

Section 8. Duly chartered local societies shall conform to this Constitution as set forth by CSTA. Additional ongoing requirements include:

1. School offers one or more sections of computer science;
2. Advisor maintains active CSTA+ membership;
3. Advisor agrees to all society guidelines;
4. Advisor completes annual report by deadline;
5. Society maintains active membership;
6. Society pays annual membership fees to CSTA;
7. Society provides meaningful service to the local community;
8. Society demonstrates commitment to improving equity in computer science; and
9. Society holds regular activities.

Section 9. Failure to conform to this Constitution or the ongoing requirements may result in the forfeiture of the school's charter. If a charter is forfeited, the school must resubmit a petition and pay for a new charter, should it want to have a society at some time in the future.

Computer Science Honor Society Constitution

ARTICLE III: THE PRINCIPAL

Section 1. The principal shall reserve the right to approve all activities and decisions of the society.

Section 2. The principal shall annually appoint a member of the faculty as society advisor, who may serve consecutive terms. Co-advisors may be appointed; there is no limit to the number of co-advisors per society.

Section 3. The principal shall receive appeals in cases of non-selection of candidates, and the discipline or dismissal of members.

ARTICLE IV: THE SOCIETY ADVISOR

Section 1. The society advisor shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Section 2. The society advisor shall be responsible for the direct, day-to-day supervision of the society and act as a liaison between faculty, administration, students, and the community at large.

Section 3. The society advisor shall maintain files on membership, society history, activities, financial transactions, honors, and service hours.

Section 4. The society advisor shall complete the annual report, which includes information on member demographics, society activities, and the total number of service hours, and submit it to the CSTA by the established deadline.

Section 5. The society advisor shall submit an updated number of society members and associated student membership dues to CSTA within 30 days of every induction.

Section 6. The society advisor shall regularly review each member for compliance with society standards and obligations.

Section 7. The society advisor shall help the society officers understand and carry out their duties.

Computer Science Honor Society Constitution

ARTICLE V: THE FACULTY COUNCIL

Section 1. The purpose of the faculty council shall be to evaluate membership applications and determine discipline and dismissal of society members.

Section 2. The faculty council is an optional, but recommended, entity. The society advisor may fulfill the functions of the faculty council alone, with authorization from the principal.

Section 3. The faculty council shall consist of the society advisor and two or more additional faculty members, appointed annually by the society advisor. Members of the faculty council may serve consecutive terms.

ARTICLE VI: MEMBERSHIP

Section 1. Membership in the society is an honor bestowed upon a student. Selection for membership is by application and is based on computer science achievement, leadership, and service. Once selected, members shall have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as *active* and *graduate*. Active members shall become graduate members upon graduation. Graduate members shall have no voice or vote in society affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. A CSHS member who transfers to another school and brings a letter from the principal or society advisor to the new school advisor shall be accepted automatically as a member in the new school's society. Transfer members must meet the new society's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed shall never again be eligible for membership or its benefits.

Section 6. Members shall conform to the CSHS honor code[1] in all computer science courses.

ARTICLE VII: SELECTION OF MEMBERS

Section 1. To be eligible for membership, the candidate must be a student in grades 9-12 and have completed at least one semester of rigorous computer science coursework[2]. Candidates must have been in attendance at the school the equivalent of one semester.

Section 2. The minimum standard for scholarship shall be an average of at least 80 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence in computer science courses. Candidates shall then be evaluated on the basis of service and leadership.

Section 3. No student shall be recommended for consideration that does not meet the minimum qualifications. Individual societies may impose additional requirements; these additional requirements must be specified in the society's bylaws.

Section 4. No student shall be denied membership on account of discrimination or limitation based upon race, gender, gender identity, pregnancy, national origin, political affiliation, religion, ethnicity, physical or mental disability, citizenship status, and/or sexual orientation.

Section 5. The selection of each member to the society shall be by the advisor or faculty council.

Section 6. A description of the selection procedure shall be published in a print or electronic school publication that is widely available in a timely fashion to all

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[1] *CSHS Honor Code:* A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or from any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted work.

[2] *Rigorous computer science courses* have strong alignment to the CSTA K-12 Computer Science Standards. Examples include Computer Science Discoveries, Exploring Computer Science, Advanced Placement Computer Science A, Advanced Placement Computer Science Principles, and International Baccalaureate Computer Science.

students and parents of the school. The selection procedure shall be consistent with the rules and regulations of CSHS.

Section 7. CSTA shall not review the judgment of the faculty council regarding selection of individual members to local societies. The principal shall receive appeals in cases of non-selection of candidates.

ARTICLE VIII: DISCIPLINE AND DISMISSAL

Section 1. The society advisor or faculty council, in compliance with the rules and regulations of this Constitution, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be made available to interested parties.

Section 2. Members who fail to meet society membership standards shall be promptly warned in writing by the society advisor or faculty council and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned before being dismissed.

Section 3. A member who has been dismissed may appeal the decision of the society advisor or faculty council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 4. CSTA shall hear no appeals in discipline and dismissal cases.

ARTICLE IX: SOCIETY OFFICERS

Section 1. The officers of the society, their duties, and the method of their election shall be determined by the members of the society, approved by the society advisor and the principal, and described in the society bylaws.

Section 2. New officers shall be installed at a special ceremony.

Computer Science Honor Society Constitution

ARTICLE X: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the society and the society advisor.

Section 2. Each society shall have four or more officers who are elected annually by the society membership. The local society bylaws shall specify the specific officer positions and responsibilities, eligibility requirements, and election procedures.

Section 3. The executive committee shall have general supervision of the affairs of the society between its business meetings, make recommendations to the society, and determine and perform such other duties as are specified in the society bylaws. All actions and recommendations of the executive committee shall be subject to the review of the society membership.

Section 4. The executive committee shall have the responsibility for ensuring that society activities and procedures follow the policy and regulations of the school and those specified in this Constitution.

ARTICLE XI: MEETINGS

Section 1. Each society shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings shall be designated in the society bylaws. The society president or other designated student leader may call special meetings as approved by the executive committee.

Section 3. Societies shall conduct meetings according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the society bylaws.

Computer Science Honor Society Constitution

ARTICLE XII: SERVICE

Section 1. Each society shall determine one or more computer science-related service projects for each academic year. Example projects include outreach, recruitment, student support, new learning opportunities, and community engagement / support.

Section 2. Service projects shall have the following characteristics:

1. Fulfill a need within the school or community;
2. Have the support of the administration and the faculty;
3. Be appropriate and educationally defensible; and
4. Be well planned, organized, and executed.

Section 3. All members shall regularly participate in these projects.

Section 4. Each member shall have the responsibility for choosing and participating in individual service that reflects his or her particular talents and interests. This is in addition to the society projects to which all members contribute.

Section 5. Each member shall complete ten hours of service each academic year of membership. At least half of these hours (five hours) shall include service related to computer science.

Section 6. Members may complete additional hours to earn achievement recognition as follows:

1. 25 hours: Bronze service award
2. 50 hours: Silver service award
3. 100 hours: Gold service award

This award is to reflect service for a single academic year.

Section 7. Each society shall publicize its projects in a positive manner.

ARTICLE XIII: EQUITY

Section 1. Each society shall commit to improving equity in computer science and encouraging related service—i.e., working to improve the access, engagement, and/or achievement in computer science among underrepresented groups of students.

Section 2. The executive committee shall examine and compare the demographics of society membership to the overall school enrollment at least once per year. Each society shall make and execute plans to equitably recruit new members and attempt to have society membership reflect the diversity of the school community.

ARTICLE XIV: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem. Societies shall conform to the emblem use and brand guidelines established by CSTA.

Section 2. Each active or graduate member in good standing with the society shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the society advisor.

Section 4. All insignia must be procured from CSTA, 332 S. Michigan Avenue, 9th Floor, Chicago, IL 60604 through an online ordering process.

ARTICLE XV: SOCIETY BYLAWS

Section 1. Each society shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the society. Bylaws do not need the approval of CSTA but must contain all of the components of the bylaws template provided by CSTA and be consistent with this Constitution.

Section 2. The society bylaws shall contain information concerning membership requirements, selection procedure, the election and duties of officers, the schedule of meetings, member obligations, and dues.

Section 3. Each society shall enact bylaws prior to holding its first induction, and a copy must be provided to CSTA.