

Bylaws of the Science National Honor Society

Drafted September 1, 2017

Revised May 15, 2019

**Jackson High School Chapter
Massillon, OH**



ARTICLE I MEMBERS' RIGHTS AND RESPONSIBILITIES

Section 1. All members of SNHS must be currently enrolled in at least one lab based, honors science class (AP Physics, AP Biology, AP Chemistry, AP Environmental, Organic Chem & Materials Science, or an equivalent CCP science) during their eleventh and/or twelfth grade year. A member must maintain an unweighted 3.67 GPA across all science courses, as well as an unweighted 3.5 GPA for all their courses.

Section 2. Students desiring to apply for Science National Honor Society shall:

- A) Submit an application by October 1 of the current school year. This application includes a formal application paper, a recommendation endorsement of their current science teacher, and a recommendation endorsement of another subject teacher.
- B) Students shall meet the above stated grade point average requirement. A list of those submitting applications will be reviewed for GPA accuracy.
- C) Science teachers at JHS will receive a list of students applying for membership to SNHS, and will have the opportunity to recommend or non-recommend the prospective members.

Section 3. All members must attend at least 70% of all Science National Honor Society Meetings for the full length of the meeting time. If the member does not abide by the 70% rule, they are subject to removal or placed on probation.

Section 4. Members must accomplish the following requirements throughout the current school year that they are in Science National Honor Society, or they are subject to removal.

- Participate in at least 10 hours of service to the JHS community: This may be tutoring a student in a science subject, participating in a science outreach program to youth of our community, participating in our chemistry club plastic water bottle collection, or mentoring a younger student as they work on a science fair project. The service hours for SNHS are to counted exclusively for SNHS, and likewise for other service groups or societies. For example, hours of service done for National Honor Society may only count for National Honor Society, not for Science National Honor Society. If hours are

completed for SNHS, the adviser will not sign off on them for a different service group either. A form must be submitted with signatures validating the student participated in the claimed activities for the hours that are claimed. If the member has other ideas for service hours that directly relate to our community or Jackson High School, they may be presented for approval. The activities need to be approved by the chapter adviser (prior to doing them).

- Members must plan at least one presentation to the Science National Honor Society (per year of membership) about current science and technology uses or cutting edge findings. Research should be done so that the information being presented is accurate. Topics should be approved by the chapter adviser. Presentations should be 3-5 minutes long. A plan will be made at our September meeting so the presentations are “spaced” equally throughout the year. A topic may not be repeated within the same school year. The topic a student chooses in year one may not be the same topic in year two of SNHS membership.

Section 5. All members are expected to vote in activity and officer elections.

Section 6. A member may not apply to become an officer if they are on academic probation or have failed to meet any of the guidelines previously mentioned.

ARTICLE II OFFICERS' RIGHTS AND RESPONSIBILITIES

Section 1. Officers for the following school year shall be elected at the end of the current school year, on a date set by the Chapter Advisor and current officers. Voting will take place while the senior members of SNHS are still in attendance.

Section 2. All Officers must follow any and all guidelines set for regular members along with additional responsibilities.

Section 3. All Officers are expected to attend all meetings. If a situation arises and there is a conflict, that Officer must notify an Advisor ahead of time.

Section 4. Chapter Officers shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 5. Officers are collectively required to obtain at least one key speaker for a chapter lecture every academic year. These key speakers should be prepared to lecture about a STEM related topic. This Key speaker shall present during the induction ceremony.

Section 6. All Officers must attend a monthly scheduled Officers meeting with the Chapter Advisor to discuss upcoming events. If an Officer is not able to make planning meetings they can be removed from their position at the discretion of the Chapter Advisor. Officers are responsible for preparing and presenting the introduction to the science activities or writing the activities that will occur at the SNHS activity meetings. This may look like preparing a slide show to introduce the lab and the scientific background behind it, writing a jeopardy, scavenger hunt, or other science question based activity, or preparing for the activity of the meeting in any other fashion needed.

Section 7. **The President** of the Jackson chapter of the SNHS is responsible to setting and monitoring the goals of the chapter, including the following:

- a. The President shall briefly meet with the Chapter Advisor before each meeting to go over the schedule.
- b. The President shall run each meeting with a clearly set out agenda, planned at the officer meeting.
- c. The President must represent the chapter at school and public functions, meet regularly with the chapter advisor(s) to discuss the progress of ongoing projects, coordinate the major science project(s) of the year (such as celebrating National Chemistry Week), with the help of a specific, selected team.

Section 8. **The Vice President** of the Jackson chapter of the SNHS is responsible for co-organizing meetings and assisting the President, in addition to other responsibilities:

- a. The Vice President shall assist the President in running and organizing each meeting.
- b. The Vice President shall preside over any meetings of activities in the absence of the President.
- c. The Vice President is in charge of setting up and maintaining a club web page connected to the school club page.

- d. The Vice President shall serve as President if the President is removed from office or resigns.
- e. The Vice President shall run and update the chapter's website under the supervision of the Chapter Advisor.

Section 9. The Secretary of the Jackson chapter of the SNHS is expected to keep track of each meeting attendances and advertise upcoming meetings and activities to chapter and club members.

- a. The Secretary shall send out electronic reminders before every meeting and event.
- b. The Secretary shall have responsibility of all SNHS advertising and posters. He or she must get each poster approved by the Chapter Advisor and the school administration.
- c. The Secretary should keep accurate and complete minutes of all general meetings, keep accurate and complete attendance records of all the meetings, and keep a proper file of all incoming and outgoing correspondence.
- d. The Secretary shall work with the Vice-President to help in the coordination of all community service activities, keep a record of the service hours completed by the members and report deficiencies to the Chapter Advisor.
- e. The Secretary shall keep updated rosters of all current chapter members including addresses, cell phone numbers and email addresses and keep and update calendars of all chapter events for the school year.

Section 10. The Treasurer of the Jackson chapter of the SNHS is expected to organize the finances of the chapter under the supervision of the Chapter Advisor.

- a. The Treasurer is responsible for keeping track of membership dues and keeping an organized list of who has and who has not paid their dues.
- b. The Treasurer must keep receipts of all the chapter's financial transactions and monitor the chapter's budget.
- c. The Treasurer, with the help of the Chapter Advisor shall order all graduation cords, pins, and coordinate the expenses for the induction ceremony.

**ARTICLE III
THE PRINCIPAL**

Section 1. The principal, or principal's designee, of Jackson High School shall reserve the right to approve all activities and decisions of this chapter.

**ARTICLE IV
MEETINGS**

Section 1. This 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. Students attending meeting are to be on time and are expected to remain until the end of the meeting. Respect to those officers running the meeting, and to others, is expected.

Section 3. All general meetings will be pre-determined and a schedule drafted at the beginning of the year. Electronic reminders will be sent to students who desire to receive them.

Section 5. All chapter members are required to attend the full length of each meeting. If students leave early or show for only half the meeting, they will receive credit for attending only half the meeting. If they are present at less than 70% of the meetings, or fail to maintain 10 hours of service, their membership status may be revoked (making them ineligible to receive cords or list SNHS as an activity on their college applications).

Section 6. The president may call emergency meetings, if approved by the officers.

**ARTICLE V
AMENDMENTS**

Section 1. The document 'Bylaws of the Science National Honor Society' shall be amendable.

Section 2. Amendments shall be voted upon and approved by both Officers and Directors.

Section 3. Amendments may be suggested by any member of Science National Honor Society.

