



# Computer Science Honor Society of Secondary Schools Constitution

All policies and procedures for CSHS chapters are based on the provisions of the State Constitution. The following version of the CSHS Constitution was approved for all chapters on February 19, 2018, by CodeVA.

This is the second edition for use by chapters.

Chapter advisers and school principals are asked to review this document carefully. Copies can be provided to chapter officers and even to all chapter members as a reference to the state guidelines that govern all chapters of CSHS. These guidelines also govern out of state affiliate chapters approved by CodeVA. In addition to this handbook, additional interpretations of the provisions of the constitution appear from time to time at <http://www.codevirginia.org/honor/>

## **ARTICLE I: NAME AND PURPOSE**

- Section 1. The name of this organization shall be the Computer Science Honor Society (CSHS).
- Section 2. The purpose of this organization shall be to promote and recognize academic excellence and service among computer science students in secondary schools.
- Section 3. CSHS is a program of CodeVA, 300 E Broad St. Richmond, VA, 23219, a 501(c)(3) not-for-profit association.

## **ARTICLE II: THE STATE COUNCIL**

Section 1. The control of this organization shall be vested in CodeVA.

Section 2. There shall be a Virginia State Council to advise CodeVA regarding CSHS and its policies and procedures.

Section 3. The Virginia State Council shall consist of 5 members appointed by CodeVA.

Section 4. Members shall be appointed for a term of no more than five years.

Section 5. A simple majority of members shall constitute a quorum of the Virginia State Council.

## **ARTICLE III: LOCAL CHAPTERS**

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter.

Non-public secondary school accredited or approved by a state department of education or by accrediting agencies approved by CodeVA is eligible to apply for a local chapter. Each school shall have its own chapter. 1[See notes at end]

Section 2. Each chapter shall pay a chartering fee determined by the CodeVA.

Section 3. Each school with a chapter shall pay an annual affiliation fee approved by CodeVA.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty (\$20.00) dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the CodeVA. Failure to do so may result in the loss of the school's charter.

## **ARTICLE IV: THE PRINCIPAL**

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

Section 2. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. Co-advisers may be appointed where necessary.

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

## **ARTICLE V: THE CHAPTER ADVISER**

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and the community at large.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, financial transactions, honors, and service hours. The chapter adviser shall complete the annual demographics and information survey and submit it to the state office.

Section 3. Chapter adviser shall submit member list and member information with in 30 days of every induction to the state office.

Section 4. The chapter adviser shall regularly review each member for compliance with society standards and obligations. Adviser inform the state office within 10 days if a member is dismissed.

Section 5. The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

## **ARTICLE VI: MEMBERSHIP**

Section 1. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by application and is based on Computer Science achievement and leadership. Once selected, members have the responsibility to continue to demonstrate these qualities. 2 [See notes at end]

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 chapter 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 chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

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

Section 6. Members will follow the CSHS honor code in all Computer Science courses. 2 [See notes at end]

## **ARTICLE VII: SELECTION OF MEMBERS**

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore {10th Grade}, junior{11th Grade}, senior{12th Grade}) designated as eligible in the chapter bylaws. (Freshmen {9th graders} are not eligible.) 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, leadership, and character.

Section 3. The selection of each member to the chapter shall be by the faculty council which consists of three faculty members appointed by the principal.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be consistent with the rules and regulations of CSHS.

Section 5. CodeVA shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## **ARTICLE VIII: DISCIPLINE AND DISMISSAL**

Section 1. The chapter advisor, in compliance with the rules and regulations of the Computer Science Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

Section 3. A member who violates the CSHS honor code will be dismissed immediately, and will not be eligible for an appeal of any kind.

Section 4. A member who has been dismissed may appeal the decision of the chapter advisor to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 5. CodeVA shall hear no appeals in dismissal cases.

## **ARTICLE IX: CHAPTER OFFICERS**

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

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

## **ARTICLE X: EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

## ARTICLE XI: MEETINGS

Section 1. Each chapter 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 (i.e., weekly, monthly, bimonthly, etc.) shall be designated in the chapter bylaws Section 3. The chapter president or other designated student leader may call special meetings approved by the executive committee.

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

## ARTICLE XII: SERVICE

Section 1. Each chapter shall determine one or more service projects for each academic year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

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

Section 5. Each member shall complete ten hours of service each academic year of membership. Members may complete additional 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. This award is to reflect service for a single academic year.

Section 6. Each chapter shall publicize its projects in a positive manner.

## ARTICLE XIII: OFFICIAL INSIGNIA

Section 1. This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by CodeVA .

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

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. All insignia must be procured from CodeVA 300 E Broad St. Richmond, VA, 23219.

Section 5. The motto of the Computer Science Honor Society shall be

**complexus simplex apparet - the complex appears simple**

Section 6. The official colors of the National Honor Society shall be black and bright green.

Section 7. A graduate member may purchase a replacement for a lost emblem by verifying membership to the state office.

## **ARTICLE XIV: CHAPTER BYLAWS**

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of CodeVA but must 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, and the like.

Section 3. The chapter shall enact bylaws prior to holding its first induction, and a copy must be provided to CodeVA.

## **ARTICLE XV: AMENDMENTS**

This Constitution may be amended by CodeVA based on input from CodeVA and the Virginia State Council.

### **Notes:**

1. Article III, Section 1. Any school applying for a local chapter must offer AP Computer Science A, AP Computer Science Principles, Exploring Computer Science, International Baccalaureate Computer Science or other rigorous computer science course in order to be approved for a chapter.
2. Article VI, Section 6. CSHS Honor Code is as follows  
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.

CSHS Virginia Constitution

Last revised and approved by CodeVA February 2018.