This is the template for the bylaws of the Computer Science Honor Society. Complete the bylaws by replacing [sample] with the correct information for the school. Each chapter should complete their bylaws and file with the Computer Science Honor Society Director before conducting their first chapter induction. [Last updated February 2018]

[School Name] High School Computer Science Honor Society
Chapter Bylaws

School Charter Number: [Charter Number]

ARTICLE I: Name and Purpose

The name of this chapter shall be the [Chapter Name] Chapter of the Computer Science Honor Society of [School Name]. [Abbreviation CSHS]

The purpose of this chapter shall be to promote and recognize academic excellence and service among computer science students in secondary schools.

ARTICLE II: Powers

1. This chapter operates under the direction of CodeVA’s Honor Society Council and in full compliance with the CodeVA Constitution for the Computer Science Honor Society.
   https://www.codevirginia.org/get-involved/educators/cshs/cs-honor-society-constitution/
2. This chapter will remain an active member of CodeVA’s Computer Science Honor Society association by paying annual dues and completing all needed paperwork.
3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
4. Final authority on all activities and decisions of the chapter resides with the school principal.
5. Nondiscrimination. Our chapter of the Computer Science Honor Society maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.
ARTICLE III: Chapter Advisor

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.
2. The chapter advisor will maintain possession of the roll book, chapter scrapbook, awards, and other important documents or artifacts.
3. Chapter adviser shall submit member list and member information with in 30 days of every induction to the state office.
4. The chapter adviser shall complete the annual demographics and information survey and submit it to the state office.
5. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE IV: Membership

Section 1: Requirements for Eligibility

1. Students must be a member of the 10th, 11th or 12th grade, and must have attended [School Name] for at least one semester to be eligible for application to CSHS.
2. Students must have earned a B or better in all computer science courses, as well as having taken [minimum computer science course(s) needed, ex: Computer Science Foundations; you may choose if the student must be currently enrolled or have finished this course] while demonstrating service, leadership, and honor are eligible to apply for membership.

Section 2: Selection of Members

1. The selection of active members shall be held [frequency and when].
2. The selection of members shall be by a majority vote of the faculty council which consists of three faculty members appointed by the principal. The chapter adviser shall be the fourth, non-voting, member of the faculty council.
3. Student’s academic record shall be reviewed by the chapter advisor for eligibility prior to submission to the faculty council.
4. Applications will be available to all [School Name] students for at least two weeks, and membership criteria will be advertised through [newsletter, announcements, etc.] as well as on the application itself.
5. Students will be selected based on their academic performance, leadership, service and honor in all computer science courses and related activities. [NOTE: additional requirements such as recommendations by faculty or essays may be included here]
6. Students become active members at a special induction ceremony.
7. [Optional] [School Name] faculty and administration will be asked for input on the candidate’s application. This input will be included with the student's application.

February 2018
Section 3: Induction and Dues

1. Students selected for induction to the [chapter name] will be required to pay a [induction fee] initiation fee. Students who belong to the CSHS who are unable to afford annual dues can ask the chapter advisor to have their dues waived. [Note: induction fee should take into account the cost of pins distributed at the induction ceremony]

2. Annual dues shall be [$ annual dues]. [Dues cannot exceed $ 20 annually]

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.

4. A student who does not pay dues or make arrangements to have dues waived will be dismissed from membership and will not be eligible to reapply.

5. 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 pin.

6. CSHS members in good standing at graduation will receive a honor cord in the society colors to wear at graduation. [Note: there is a fee for the chord, other insignia may be used by the local chapter]

Section 4: Obligations of Members

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.

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, and students are not to submit hours that have been submitted for other clubs, organizations or courses. (i.e. no double dipping)

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 per academic year.

4. Students may be either active to graduate. Memberships status will change from active to graduate at the time of graduation from [School Name]. Graduate members may not vote on chapter activities.

5. [Optional: other obligations of the local chapter should be listed here.]

Section 5: Transfer of membership

1. Students transferring to [School Name] already belonging to an official chapter of Computer Science Honor Society may transfer their membership to the [Chapter Name] chapter.

2. 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 [School Name] CSHS chapter regardless of their transfer date to [School Name]. Students unable to afford the annual dues can ask the chapter advisor to have their dues waived.

February 2018
Section 6: Discipline, Dismissal and Resignation of members

1. Members who resign or are dismissed are never again eligible for application.
2. 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.
3. All Honor Code Violations and Student Conduct Violations under review by [school name]’s Administration will be reviewed by the chapter advisor. If deemed necessary the faculty council will review to determine the disciplinary action, which may include dismissal from the chapter. [NOTE: you may select to enumerate what student conduct issues warrant review by the faculty advisor].
   a. The student and parents/guardians will be notified in writing of the review by the faculty council indicating the reason for the consideration for dismissal.
   b. The student has the right to respond to the charge(s) [at a hearing/in writing/other] before the vote of the council.
   c. A majority vote by the council will determine the student’s recommended discipline.
   d. The results of the vote will be reviewed by the principal.
   e. The student and parents/guardians will be notified in writing of the decision.
   f. The student has the right to appeal the decision within [time period] in writing. All appeals will be reviewed by the principal. The student and parents/guardians will be notified in writing of the final decision.
   g. Any student removed from membership in the chapter shall return the membership pin to the advisor.

ARTICLE V: Meetings

1. [Chapter Name] will meet each [frequency] [OPTIONAL: unless otherwise announced].
2. [Chapter Name] will also meet as needed to work on service projects or any other events requiring additional meeting time.
3. Members are expected to attend all meetings.
4. Meetings will be conducted using Robert’s Rules of Order.

ARTICLE VI: Chapter Officers

Section 1: Officer Roles

1. [School Name] Computer Science Honor Society will have a President, Vice President, Secretary, Treasurer, and Webmaster. [NOTE: Webmaster is optional, and additional officer positions may be added as needed]
2. Any member in good standing may run for a single officer position.

February 2018
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. Voting will be by secret ballot.
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.
5. Officers elect will work with current officers on the induction ceremony.
6. Chapter officers will be members of the CSHS executive committee and will attend all meetings.

[NOTE: Officer roles may be adjusted as needed in these bylaws]

Section 2: President Duties

1. The president conducts all meetings of [Chapter Name].
2. The president will choose and engage the entire chapter membership in at least one service project per school year.
3. The president will establish a calendar of meeting dates for both the membership and the executive committee.
4. The president will be present for recruiting events for new members of CSHS [Optional: as well as recruitment of students to computer science classes].

Section 3: Vice President Duties

1. The Vice President will conduct meetings if the President is absent.
2. 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.
3. The Vice President will support the president in the service project or projects.
4. The Vice President will be the leader for the annual induction ceremony, and will be assisted by all officers.

Section 4: Secretary Duties

1. The secretary will be responsible for keeping the minutes of CSHS meetings and events.
2. All communication to chapter members as well as the community will be the responsibility of the secretary. [Optional: This includes social media, announcements, email messages, ___.]
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.

Section 5: Treasurer Duties

1. The treasurer will be responsible for maintaining the financial records of [Chapter Name].

February 2018
2. The treasurer will make sure that pins, chords and certificates are purchased and available for distribution at induction each year.

Section 5: Webmaster Duties [Optional]

1. The webmaster will be responsible for maintaining the official CSHS website.
2. The webmaster will update the site with upcoming events, highlights of past events and any other pertinent public information for society members.
3. The webmaster will also work with the secretary to maintain appropriate social media account membership based on the needs of the society membership.