



Computer Science Honor Society

Bylaws of Mullen Computer Science Honor Society

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of this organization shall be the **Mullen** Computer Science Honor Society (hereafter referred to as Society). It will also be known as **Mullen CSHS**.

Section 2: Purpose

The purpose of the Society shall be to cultivate thriving environments for success in computer science in the school community by encouraging students' enthusiasm, honoring academic excellence, and promoting service.

ARTICLE II: CHARTER

Section 1: CSTA & Constitution

The Society shall operate under the direction of the Computer Science Teachers Association, LLC (CSTA) and in full compliance with the Computer Science Honor Society (CSHS) Constitution.¹

Section 2: Ongoing Requirements

The Society shall retain an active charter from CSTA by meeting the following ongoing requirements:

1. School offers one or more sections of computer science;
2. Advisor maintains active CSTA+ membership;
3. Advisor agrees to all CSHS guidelines;
4. Advisor completes annual report by deadline;
5. Society maintains active membership;

¹ The current version of the CSHS Constitution is available online at [CSTeachers.org/CSHS](https://www.csteachers.org/CSHS).

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 3: Forfeiture of Charter

Failure to conform to the CSHS Constitution or the ongoing requirements may result in the forfeiture of the Society'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 in the future.

ARTICLE III: ADVISOR

Section 1: Appointment

The Society advisor shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms. The school principal shall have the final authority on activities and decisions of the Society.

Section 2: Responsibilities

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: Records

The Society advisor shall maintain files on membership, activities, financial transactions, honors, and service hours.

Section 4: Annual Report

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: Membership Dues

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

Section 6: Membership Compliance

The Society advisor shall regularly review each member for compliance with the Society's standards and obligations.

Section 7: Support of Officers

The Society advisor shall help the student officers understand and carry out their duties.

ARTICLE IV: MEMBERSHIP

Section 1: Eligibility

To be eligible for induction into the Society, the candidate must meet the following requirements:

1. Be a student in the 9th, 10th, 11th, or 12th grade;
2. Have attended **Mullen High School** for at least one semester;
3. Have completed at least one semester or two trimesters of computer science coursework;
4. Have earned at least 90 percent, A, or 4.0 (on a 4.0 scale); set based on the grading system of the school or the equivalent standard of excellence in computer science courses; and
5. Demonstrate service and leadership, including 10 hours of CS outreach per academic year.

Section 2: Selection of Members

Selection for membership shall be by application and based on computer science achievement, leadership, and service. Once selected, members shall have the responsibility to continue to demonstrate these qualities.

1. The selection of new Society members shall be held annually in May.
2. Applications shall be available to all Mullen High School students for at least two weeks. Membership applications and criteria shall be advertised through MyMullen, the Mullen Weekly, and in daily announcements.
3. The Society advisor shall ensure each candidate meets eligibility requirements.
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 3: Induction and Dues

1. Students become active members at a special induction ceremony held in May; usually held the month after the application window.
2. Students inducted into CSHS shall receive a pin to signify their membership in the Society. Members in good standing shall maintain the privilege of wearing the CSHS pin.
3. Students selected for induction to the Society will be required to pay a \$20 induction fee to pay for a CSHS pin and graduation cord.
4. Other Society activities and/or events may require additional fees. The Society officers and/or advisor will announce these activities and/or events in advance and will not require member participation.
5. Students who are unable to pay the required fees may request a waiver by appealing directly to the Society advisor. Students' ability to pay fees will not impact their eligibility.
6. Students who do not pay dues or make arrangements to have their dues waived shall be dismissed from membership and shall be ineligible to reapply.

Section 4: Graduation

1. Society members in good standing shall receive an honor cord in the CSHS colors to wear at graduation.
2. Membership status will change from active to *graduate* at the time of graduation from Mullen High School. Graduate members may not vote on Society activities.

Section 5: Service Obligations

1. Each Society 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 service projects to which all members contribute.
2. Each Society member shall complete a minimum of ten hours of community service each academic year of membership. At least half of these hours (five hours) shall include service related to computer science. Members shall turn in a log of their time to the Society secretary.
3. Society members shall not submit service hours that have been submitted for other clubs, organizations, or courses (i.e., no "double dipping").

Section 6: Transfer of Membership

1. CSHS members who transfer to **Mullen HS** from another school and bring a letter from the previous principal or society advisor to the new Society advisor shall be accepted automatically as a member in **Mullen CSHS**.
2. Transfer members must meet the Society's standards within one semester in order to retain active membership.
3. Transfer members shall be responsible for paying annual dues to **Mullen CSHS** regardless of their transfer date to **Mullen HS**. Students unable to afford the annual dues may request to the Society advisor to have their dues waived.

Section 7: Discipline, Dismissal, and Resignation

1. A Society member who fails to meet membership standards shall be promptly warned in writing by the Society advisor 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 disciplined or dismissed.
2. A Society member who fails to complete the required number of service hours at the end of the school year shall be given a single warning by the Society advisor. The member shall have the opportunity to complete their hours in the upcoming summer. However, if the member does not complete the remaining hours or fails to meet the service requirement in a subsequent year, they will be dismissed from the Society and will be ineligible to reapply.
3. The Society advisor in compliance with the rules and regulations of **Mullen HS** and the CSHS Constitution, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be made available to interested parties. A Society member who has been dismissed may appeal the decision to the principal.
4. The student and parents/guardians will be notified in writing of the faculty council's review indicating the reason for the consideration for dismissal.
 - a. The student has the right to respond to the charge(s) at a hearing/in writing/other before the vote of the council.
 - b. A majority vote by the council will determine the student's recommended discipline.
 - c. The results of the vote will be reviewed by the principal.

- d. The student and parents/guardians will be notified in writing of the decision.
 - e. The student has the right to appeal the decision within 1 week in writing. All appeals will be reviewed by the principal. The student and parents/guardians will be notified in writing of the final decision.
5. A Society member who resigns or is dismissed from membership shall return the CSHS pin to the advisor and will never again be eligible for membership or its benefits.

ARTICLE V: MEETINGS AND ACTIVITIES

Section 1: Meetings

1. **Mullen CSHS** shall hold regular meetings quarterly. All Society members shall attend.
2. **Mullen CSHS** will also meet as needed to work on service projects or any other events requiring additional meeting time.
3. Society shall conduct meetings according to *Robert's Rules of Order, Newly Revised* in all points not expressly provided for in the Society bylaws.

Section 2: Service Projects

1. The Society shall choose 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. All Society members shall regularly participate in these projects.
2. Service projects shall have the following characteristics:
 - a. Fulfill a need within the school or community;
 - b. Have the support of the administration and the faculty;
 - c. Be appropriate and educationally defensible; and
 - d. Be well planned, organized, and executed.

ARTICLE VI: LEADERSHIP

Section 1: Executive Committee

Mullen CSHS shall be led by a group of elected student officers in collaboration with the Society advisor.

1. The Executive Committee shall consist of the Society officers and advisor.
2. 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.
3. The Executive Committee shall ensure that the Society activities and procedures follow the policy and regulations of **Mullen HS** and those specified in the CSHS Constitution.
4. The Executive Committee shall examine and compare the demographics of Society membership to the overall school enrollment at least once per year. The Executive Committee shall make and execute plans to equitably recruit new Society members each year and attempt to have society membership reflect the diversity of the school community.

Section 2: Officer Roles

Mullen CSHS shall have a President, Vice President, Secretary, and Treasurer elected annually by the membership.

Section 3: President's Duties

1. The President shall conduct all meetings of Mullen CSHS.
2. The President shall engage the Society membership in selecting and implementing at least one service project per school year.
3. The President shall establish a calendar of meeting dates for both the membership and the Executive Committee.

Section 4: Vice President's Duties

1. The Vice President shall conduct meetings and responsibilities in the President's absence.

2. The Vice President shall be responsible for researching and selecting activities for the Society. Example activities include enrichment field trips, extension learning opportunities, social events, and competitions.
3. The Vice President shall lead the annual induction ceremony.

Section 5: Secretary's Duties

1. The Secretary shall keep the minutes of Society meetings and events.
2. The Secretary shall communicate to Society members and the community.
3. The Secretary shall collect and compile service logs from each Society member.

Section 6: Treasurer's Duties

1. The Treasurer shall maintain updated financial records of **Mullen CSHS**.
2. The Treasurer shall collect membership dues and other fees.
3. The Treasurer shall ensure that pins, cords, and other materials are purchased and available for distribution.

Section 8: Elections

1. Any Society member in good standing shall be eligible as a candidate for a single officer position.
2. Elections shall be held at the end of the school year, prior to the induction of new members. All Society members in good standing are eligible to cast one vote for each office by secret ballot.
3. Officers shall be elected by a plurality vote. In the event of a tie, Society advisor will decide the winner of the office in question.
4. New officers shall be installed at a special ceremony.