Bylaws of
Myers Park High School Computer Science Honor Society

ARTICLE I: NAME AND PURPOSE

Section 1: Name
The name of this organization shall be the **Myers Park** Computer Science Honor Society (hereafter referred to as Society). It will also be known as **MPHS 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.

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 <<AND FACULTY COUNCIL>>

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.

<<Optional>> Section 8: Faculty Council
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. The purpose of the faculty council shall be to evaluate membership applications and the determine discipline and dismissal of Society members.

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 **Myers Park High School** for at least one semester;
3. Have completed or be in at least one semester of rigorous computer science coursework **Required: Computer Science Principals**;
4. Have earned at least **80%** or the equivalent standard of excellence in computer science courses or maintain above an **70%** while taking the class; and
5. Demonstrate service and leadership.

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**.
2. Applications shall be available to all **Myers Park High School** students for at least two weeks. Membership applications and criteria shall be advertised through **Discord, posters, morning announcements, Stampede, Instagram, and the MPHS CSHS Website (myersparkcshs.club)**.
3. The Society advisor shall ensure each candidate meets eligibility requirements.

4. The **Society advisor** shall review applications and select members based on their academic performance, leadership, and service in computer science courses and related activities.

5. 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 **on the first official meeting**.

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 **$10** induction fee to pay for a CSHS pin, CSHS cord, CSHS t-shirt, and other club activities.

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 Myers Park 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”).

4. Society members may complete additional hours to earn achievement recognition as follows:

    a. 25 hours: Bronze service award
    b. 50 hours: Silver service award
    c. 100 hours: Gold service award

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

Section 6: Transfer of Membership

1. CSHS members who transfer to **Myers Park High School** 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 **Myers Park High School Computer Science Honor Society**.

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 **Myers Park High School Computer Science Honor Society** regardless of their transfer date to Myers Park High School. 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 **Myers Park High School** 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.

    a. The student and parents/guardians will be notified in writing of the faculty council's review indicating the reason for the consideration for dismissal.
    b. The student has the right to respond to the charge(s) 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 **2 weeks** in writing. All appeals will be reviewed by the principal. The student and parents/guardians will be notified in writing of the final decision.

4. 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. **Myers Park High School Computer Science Honor Society** shall hold regular meetings **biweekly**. All Society members shall attend or makeup attendence.

2. **Myers Park High School Computer Science Honor Society** 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
Myers Park High School Computer Science Honor Society 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 **Myers Park High School** 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
Myers Park High School Computer Science Honor Society shall have a President, Vice President, Secretary, Treasurer, and Webmaster elected annually by the membership.

Section 3: President's Duties

1. The President shall conduct all meetings of the **Myers Park High School Computer Science Honor Society**.
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 with Society members and the community.
3. The Secretary shall collect and compile service logs from each Society member.
4. The Secretary shall keep notes of the Society meetings and events and update the documents webpage on the Society's website on the respective date of the meeting or event.

Section 6: Treasurer's Duties

1. The Treasurer shall maintain updated financial records of **Myers Park High School Computer Science Honor Society**.
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 7: Webmaster's Duties

1. The Webmaster shall maintain the Society website.
2. The Webmaster shall update the site with upcoming events, highlights of past events, and any other pertinent public information for Society members.
3. The Webmaster shall collaborate with the Secretary to maintain an active social media presence.

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 during the Society's final meeting**. 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.