



Sample Chapter Bylaws

Recognizing Student Excellence in Robotics

Chapter Advisors: This sample is a collection of bylaws. Each school chapter is invited to review their own needs, policies, and procedures. You are encouraged to make adjustments to fit your specific needs. Bylaws are a constitutional directive of the program. The precise wording and components are not.

You can copy, edit, and paste these bylaws into **school stationery** containing school name, address, and contact information to make proper connection between the chapter and the school.

Chapter Bylaws of the _____ Chapter of the International Robotics Honor Society

As adopted on _____
(Enter date to verify this as the most recent version)

ARTICLE I: NAME

The name of this chapter shall be the _____ (name of school)
Chapter of the International Robotics National Honor Society

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create enthusiasm for STEM scholarship through robotics, to stimulate a desire to render service, to promote leadership, and to develop character in the students of _____. (name of school)

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the Constitution of IRHS. In addition, this chapter will maintain active affiliation with the international organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, [\[insert name of relevant state Honor Society group\]](#), by paying annual dues and participating in state functions when possible. (When this level is developed based on need of the greater organization.)

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [\[For reference, see Article IV, Section 1 of the IRHS Constitution.\]](#)

Section 5: Nondiscrimination. Our IRHS chapter of 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. [\[Note: Local advisers should confer with the principal and or school system representatives regarding the inclusion of the language from this section to be certain it conforms to existing local and state policies.\]](#)

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty/school administration and shall be based on the criteria of scholarship, robotics competition participation, service, leadership, and character.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at _____. (Name of school)
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale. [Note: While the level of GPA performance can be raised by individual chapters, the standard must still remain as a *cumulative* GPA. Chapters are discouraged from allowing their GPA standard to change on an annual basis, but are encouraged to maintain and publicize this standard to assist students in setting goals for achieving this level of academic performance.]
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their commitment to robotics competitions, service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of 3 faculty members appointed by the principal. The chapter adviser shall be part of this group.

Section 2. The selection of active members shall be held once a year during the second semester of the school year. [Note: Alternative or additional selection periods may be added.]

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. [Note: Additional steps such as essays, external recommendations, or interviews can be included here as components of the local selection process.]

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the International Robotics Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the International Robotics Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and,

thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS [Review this content with extra care.]

Section 1. Annual dues for this chapter shall be _____. [Note: Dues are not a required function of the chapter. Dues cannot exceed \$20 per member per year as noted in the International Constitution.] Dues will be payable to the chapter within 30 days of induction.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

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

Section 4. Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords, or stoles at graduation.

[If additional member obligations exist for the local chapter, they should be delineated using additional sections of this article. A full accounting of all member obligations should be in place and can be replicated in student handbooks, candidate packets, or member handbooks as needed.]

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer and Historian.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. The Historian will keep and report on the documentation of membership, activities and service.

[NOTE: If additional or alternative officers or duties exist, their positions and duties of office should be detailed in this Article of the bylaws. Also consider adding components that would describe how to fill vacancies among officers, and when and how officers can be relieved of their duties (suspensions, etc.) in cases not involving dismissal from the chapter.]

Section 9. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be _____ (e.g., monthly, weekly, etc.). Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more STEM/Robotics service learning projects for each 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; and be well planned, organized, executed, documented and celebrated.

Section 4. Each member can have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This can be in addition to the chapter projects to which all members contribute. This can also be in place of the chapter project should there be circumstances that make a separate project necessary.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

[Additional projects or activities that make up the annual program for the chapter can be delineated in this Article.]

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, character or is no longer involved in robotics competitions may be considered for discipline or dismissal from the _____ chapter of the International Robotics Honor Society. A member of the International Robotics Honor Society is expected to maintain his/her academic standing and take an active role in robotics competitions, service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (fill in the minimum cumulative grade point average for your chapter selection), he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal. The same extends to the code of conduct expected at a robotics competition.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article IX of the International Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the International Robotics Honor Society.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

[Note: It is recommended that the Ratification and Amendment articles be the final articles. Should the chapter wish to insert additional articles, that is permissible.]

Approved on [Insert date]: (Indicate date of last approved revisions)

Signatures/Names of the Chapter President, Secretary, Adviser, and Principal.

Chapter Advisor _____ **Date** _____

Principal _____ **Date** _____

Chapter President _____ **Date** _____

Chapter Secretary _____ **Date** _____