



COLEGIO
JORGE WASHINGTON
CARTAGENA



Bylaws for the Colegio Jorge Washington Chapter of National Elementary Honor Society

Article I: Name and Purpose

Section 1. The name of this organization shall be the National Elementary Honor Society (NEHS).

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service in the community, and to promote leadership and develop character among its membership.

Section 3. The NEHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Dr., Reston, VA. 22091.

Article II: The National Council

Section 1. The control of this organization shall be vested in the National Council.

Section 2. Membership shall be renewed each year to the National Council.

Article III: 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 (or members) of the faculty as chapter advisers, who may serve consecutive terms.



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Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members. In these cases of appeal, the principal will consider if the process was completed according to the bylaws stipulated by this document and not the opinion or decision of the Faculty Council. The principal shall uphold the process and thus the decision of the Faculty Council or, in case of a procedural gap or undiscovered facts in the original process, the principal may ask the Faculty Council to reopen the process.

Article IV: The Chapter Adviser

Section 1. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as an intermediary between faculty, administration, students and community.

Section 2. The chapter adviser(s), with the assistance of the executive board, shall maintain files on membership, chapter history, activities and financial transactions. The chapter adviser shall send an annual report to the national office.

Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall instruct and assist the chapter officers in their duties and responsibilities.

Section 5. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council and shall facilitate all meetings of the council.

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

Section 7. The chapter adviser shall complete all necessary actions for maintaining chapter compliance with the national council.



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Article V: The Faculty Council

Section 1. The faculty council shall consist of five faculty members appointed annually by the principal. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed for consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary, and warning cases.

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the NEHS Constitution and policies.

Article VI: Membership

Section 1. Membership in the Colegio Jorge Washington Chapter of the National Elementary Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character. Violation of NEHS' Four Pillars and the recommendation of member dismissal is up to the discretion of the Executive Committee or the Chapter Sponsor. The Faculty Council will review recommendations for dismissal and make the final determination. The decision of the Faculty Council can be appealed to the principal (refer to Article III).

Section 2. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NEHS advisers or citizens in recognition of



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outstanding service rendered to the school in keeping with the purpose of the National Elementary Honor Society.

Section 3. Membership is conferred upon an applicant once the candidate recites the National Elementary Honor Society pledge during the Induction ceremony. Members may begin accumulating volunteer hours from the effective date of their application approval. New members shall be inducted at a special ceremony following the selection process.

Section 4. A National Elementary Honor Society member who transfers from another school into Colegio Jorge Washington and brings a letter of membership in good standing from the prior school's principal or chapter adviser to the new chapter shall be accepted automatically in the Colegio Jorge Washington chapter of the National Elementary Honor Society. Transfer members must meet the new chapter's standards within one semester in order to retain membership. The letter from the transfer student must be submitted within the application window (if the student begins the school year at Colegio Jorge Washington) or within one month from the date the student first reported to campus.

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

Section 6. Annual membership dues per the Colegio Jorge Washington chapter of National Honor Society contract are required for membership to remain in good standing.

Section 7. Membership dues are twenty dollars per person per year. Non-payment of dues will result in probation and then dismissal from Colegio Jorge Washington National Elementary Honor Society.

Article VII: Selection of Members



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Section 1. To be eligible for membership a candidate must:

- Must be in 4th or 5th grades (NEHS).
- Must meet the minimum academic standards as follows:
- For homeroom classes which are graded using the Standards Based Grading (SBG) process, during the previous academic year:
 1. An NEHS candidate has not earned an NE in any category (not enough evidence).
 2. An NEHS student will not have a 1 or 2 in any category.
 3. An NEHS student has only earned 3s and 4s in every category.
 4. An NEHS student has earned a 4 in 80% or more in every category.
- For specialist classes:
 1. An NEHS student has not earned any "sometimes" grades in any category.
 2. An NEHS student has earned 80% "Almost always" in all grading categories.
 3. An NEHS student did not earn "Often" in more than 20% or more of the grading categories.
- For REACHES grades:
 1. An NEHS student has not earned any "sometimes" grades in any REACHES category.
 2. An NEHS student has earned 80% "Almost always" in all REACHES categories.
 3. An NEHS student has not earned "Often" in more than 20% or more of the REACHES categories.
- Positive endorsement from all ES staff likely to include the following members: specialist teachers, Values Coach, Eagles' Activities staff, co-teachers, bus monitors, recess monitors etc.
- Must have attended school for at least one official grading period (semester).



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- Must receive (and continue to receive throughout the academic year) a positive endorsement from both the Section Principal and the Elementary Values Coach.
- Have documented evidence of a pattern of service, leadership and good character.
- Complete all elements of and submit a new member application packet for review by the Faculty Council according to all deadlines stipulated on the application forms. If a student fails to meet a specified deadline, that student's application into the Colegio Jorge Washington NEHS will be disqualified upon failing to meet the deadline and will not be considered by the Faculty Council.

Section 2. The selection of members to the chapter shall be based on the individual's eligibility and compliance with eligibility standards during enrollment at Colegio Jorge Washington.

Section 3. The selection of members to the chapter shall be by majority vote of the Faculty Council. Before notification of any candidates, the chapter adviser shall review with the principal results of the Faculty Council's deliberations. The decision of the Faculty Council can be appealed to the principal (see Article III).

Section 4. The selection procedure is determined by the faculty council and shall be consistent with the rules and regulations of the NEHS.

Section 5. 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.

Article VIII: Discipline and Dismissal

Section 1. The chapter adviser in compliance with the rules and regulations of the National Elementary Honor Society shall make recommendations for chapter dismissal to the Faculty Council. The Faculty Council will send their recommendations to the campus principal who will approve all recommendations of dismissal.



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Section 2. Members who fall below the standards which were the basis of 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 civic laws a member does not necessarily have to be warned.

Section 3. Members will receive one warning and will have until the next official grading period (semester) to correct the deficiency. If the member fails to correct the deficiency, that member shall be recommended to the faculty council for dismissal.

Section 4. A member who commits a serious offense will be recommended to the Faculty Council, who may warn or dismiss the member. A member who commits a serious offense a second time will be recommended for dismissal to the Faculty Council. Any member who receives disciplinary action from the school because of drugs, alcohol, electronic cigarettes, or other substances that are illegal for a minor to possess or consume will be recommended for dismissal to the Faculty Council.

Section 5. A member who commits a very serious offense will be recommended for dismissal to the Faculty Council.

Section 6. Members who fail to pay chapter dues shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. If payment in full is not made by the deadline issued in the warning, the member will be recommended for dismissal to the Faculty Council.

Section 7. The faculty council shall determine when an individual's warning time expires and results in dismissal.

Section 8. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. The Chapter adviser shall moderate the hearing and the Values Coordinator will present the case against the student, but neither will have a vote in the decision. The decision of the Faculty Council may be appealed under the same rules of disciplinary appeals set forth by the Colegio Jorge Washington Community Handbook (Manual de Convivencia). All appeals must be submitted within 5 school days after the dismissal was communicated to the student.



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Section 7. Members who resign or are dismissed are never again eligible for membership or its benefits in this local chapter.

Section 8. Candidates selected for membership who will miss the Induction ceremony must petition the Faculty Council for an excused absence from the induction ceremony. Failure to do so or an unexcused absence forfeits membership that school year with the ability to complete a candidate packet the next school year if the candidate qualifies.

Article IX: Chapter Officers & Executive Committee

Section 1. Election of chapter officers for the upcoming school year. Candidates should come from Elementary 5th grade class who are in good standing within the school and the COJOWA NEHS. They should not hold executive roles within any other on-campus student leadership organization (STUCO). Officer selections should be completed before the Induction Ceremony.

Section 2. Officers will be selected by earning the most votes. The elected officers and the Chapter adviser will comprise the Executive Committee for the COJOWA NEHS.

Section 4. The elected offices of the Executive Committee will be limited to a President, Vice-President, Secretary and Treasurer.

Section 5. The Executive Committee may appoint members in good standing to the special committees in order to fulfill chapter responsibilities.

Section 6. The executive committee shall have general oversight of the affairs of the chapter.

Section 7. The executive committee will be responsible for fulfilling responsibilities of their office, conducting all meetings, making recommendations to the chapter, and performing such other duties as specified in the chapter bylaws or assigned by the Chapter adviser.

Article X: Meetings



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Section 1. All chapter members are expected to attend all regularly scheduled chapter meetings. Missing chapter meetings is only excused by an excused absence in accordance with school rules.

Section 2. General meeting dates and times will be announced through the daily Elementary Announcements.

Section 3. The COJOWA NEHS shall meet at least once a month to conduct chapter business, but may choose to meet with more frequency. The frequency and dates of the meetings will be determined by the Executive Council. All NEHS meetings shall be conducted in an orderly manner, and the NEHS Constitution or Bylaws shall have precedence.

Section 4. The Executive Council may call special meetings. Members will be expected to attend any special meeting that is announced with at least one week of notice.

Section 5. Members seeking an excused absence from a meeting must send Chapter Adviser an email prior to the scheduled meeting. In the case of an unplanned illness or family emergency, members must provide a written notice to the Chapter Adviser when the student returns to school.

Section 6. The penalties for unexcused absences from meeting are as follows:

- One (1) meeting: Reflect with the student.
- Two (2) meetings: Reflect with the student and give a warning.
- Three (3) meetings: Include the Principal in the reflection with the student.

Section 7. Members are responsible for knowing the date, time, and location of all meetings (scheduled and special) that have been announced with at least one week's notice. Meetings shall be announced by a member of the Executive Committee through email or Elementary Announcements. Other means of communication may be used to supplement the flow of communication.



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Article XII: Amendment Process

Section 1. These bylaws may be amended by unanimous approval of the Faculty Council, signature of the chapter adviser, and signature of the campus principal.

Section 2. The Faculty Council may vote on amendments proposed by the Executive Council.

Section 3. The Faculty Council cannot initiate and approve amendments to these bylaws independent of the Executive Council. The Faculty Council may submit an amendment for the consideration of the Executive Council. If a majority of the Executive Council agrees, the amendment or a modified version of the amendment will be returned to the Faculty Council for approval.

Section 4. Changes to these bylaws may be proposed by the Executive Committee to the Faculty Council. If the Faculty Council does not approve the changes, they may make recommendations to the Executive Council who may incorporate these changes and return the amendment to the Faculty Council for approval.

*Bylaws are subject to change without prior notice.