ARTICLE I: NAME OF THE CHAPTER

Section 1. The name of Colegio Nueva Granada’s High School National Honor Society chapter in Bogotá, Colombia shall be the Bacatá Chapter.

ARTICLE II: PURPOSE OF THE CHAPTER

Section 1. The general purpose of the Bacatá Chapter is to fulfill Colegio Nueva Granada’s vision statement, “Educating the mind, strengthening the body and developing character for leadership and service in the world of today and tomorrow,” by creating enthusiasm for scholarship, stimulating a desire to render service and promoting leadership.

ARTICLE III: POWERS VESTED IN THE ORGANIZATION

Section 1. The National Honor Society’s Constitution is the maximum authority of the Bacatá Chapter. All the Articles of the Constitution are part of the Bacatá Chapter.

Section 2. The National Honor Society’s Constitution shall not be overruled in any of its articles and procedures.

Section 3. The principal shall have a veto in any decision or activity of the Chapter.

ARTICLE IV: MEMBERSHIP SELECTION

Section 1. To be eligible for membership, the candidate must be in grades tenth, eleventh, or twelfth. Ninth graders are not eligible. Note: Students from other chapters will be part of the Bacatá Chapter after presenting their membership cards.

Section 2. The minimum standard for entry at CNG requires students to be in the top twenty percent of their class. GPAs are determined by the grade average during the previous year’s second semester. For continued membership, one must have a minimum cumulative GPA of 3.5.

Section 3. Candidates shall then be evaluated on the basis of service, leadership, and character by high school teachers. If a teacher has a veto for a particular candidate in one or more categories, this must be accompanied by a clear explanation. The advisor will gather this information and present it to the Faculty Council for voting.

Section 4. The selection of each member to the Chapter shall be by a majority vote of the Faculty Council.

Section 5. A description of the selection procedure shall be published in the CNG website.
Section 6. All students eligible to become part of National Honor Society (NHS) will be notified of their candidacy based on their second semester GPA from the previous year. The specific procedure for notifying students will be determined by the chapter advisor.

Section 7. After the election process, all students whether, accepted or not, will be informed by a letter sent home the day before the Sash Ceremony. They will receive an invitation for the Induction Ceremony in the letter sent home.

ARTICLE V: OFFICER AND MEMBERS RESPONSIBILITIES

Section 1. The officers are the President, Vice-President, Secretary, Treasurer, and Communicator.

Section 2. Officers and their roles:

a. President: The President is elected for a period of one year. This member is in charge of overseeing and setting the agendas for each meeting. He or she should supervise all individual or group projects and promote a sense of leadership and service among all members. Furthermore, he or she is the principal spokesperson for NHS.

b. Vice-President: The Vice-President helps the president perform all the duties previously mentioned. In times when the president is absent, the Vice-President will take charge of all the president’s duties. The Vice-President is in charge of discipline.

c. Secretary: The Secretary is in charge of keeping the minutes for each meeting and making sure every member gets a copy of them. Attendance for each meeting must be kept and concerns with member tardies and absences communicated to the advisor.

d. Treasurer(s): The Treasurer keeps record of the Chapter's funds. Money collected by members must be delivered to the treasurer by the end of each event. Money will be maintained at the school with the NHS account or in petty cash in advisor’s room.

e. Communicator: The Communicator is in charge of communicating events, projects, etc. to the rest of the members (via email, Facebook, announcements, etc.) or through the meetings. The communicator is the link between the NHS and the CNG Community.

Section 3. Members must actively participate in the NHS by being involved in at least one ongoing social service project and one committee of the chapter.

Section 4. Each member must complete a minimum of eight NHS social service hours per quarter and ten additional NHS activity hours per semester.

ARTICLE VI: MEETINGS AND ATTENDANCE

Section 1. The ordinary meetings shall take place every Wednesday during lunch. The Communicator is in charge of notifying all members and sharing the agenda with at least twenty-four hours in advance.

Section 2. The extraordinary meetings are called by the President when the officers and advisor consider it necessary. The members shall be informed with at least twelve hours notice.

Section 3. Tardiness and Absences

a. Three unexcused tardies count as a warning.

b. If an NHS member is more than 10 minutes tardy, this will be considered an unexcused absence.

c. One unexcused absence will immediately count as a warning.
Section 4. Tardiness and Absence Excuses
   a. The excuses for an absence must be communicated to the NHS Secretary via a written excuse.
   b. The validity of the excuses will be evaluated by the officers and either approved or discarded.

Section 5. The attendance and tardiness of official Chapter activities shall be managed in the same way as for meetings if mandatory.

ARTICLE VII: CHAPTER OFFICER ELECTION

Section 1. There shall be an NHS meeting during the second semester to elect new officers. 3/4 of all members must be present at the meeting.

Section 2. Any active member can nominate him or herself to be an officer. The President will be a senior and preferably have been at least one full year in the Chapter. All candidates shall be required to offer rationale to why they want to hold the specific position.

Section 3. Members who have been suspended or who are serving a probationary period during the time of the election will not be considered eligible to run for office.

Section 4. The voting is done discreetly through a written vote. Each member can only have one vote per candidate per position. The NHS advisor is not allowed to vote.

Section 5. The officers, with the supervision of the advisor, are in charge of counting the votes. The candidate with the plurality of votes is elected in the position.

Section 6. The elected officers will not formally exercise their positions until the beginning of the following school year, but are recommended to work with the current officers for the remainder of the year.

ARTICLE VIII: DISCIPLINE AND DISMISSAL

Section 1. NHS members are expected to follow the Student Activity Code of Conduct and Student Handbook, both outside and inside school. NHS members are role models and should behave accordingly. Any behavior deemed in violation of CNG school rules or code of conduct shall carry consequences within NHS as well, that can include but is not limited to probation, suspension, dismissal from the organization, or a project.

Section 2. All warnings or dismissals will be communicated by the advisor to the members within a period of one week from incident.

Section 3. Three warnings concerning participation, attendance, or internal affairs will lead to a hearing. A hearing is a reunion that includes all NHS officers, advisor(s), and the member(s) in question. He or she will present his or her case and the group will evaluate whether he or she is to remain in NHS or not. If not, the case will be submitted to the Faculty Council for a final decision.

Section 4. Four or more warnings will lead to a recommendation for immediate dismissal of NHS membership to the Faculty Council.

Section 5. Any member can appeal the decision of the Faculty Council to dismiss another member. The principal will take the final decision of the appeal.

Section 6. According to the judgement of the Faculty Council, any member who falls below the standards of scholarship, leadership, character, or service may be considered for
discipline or dismissal from the Bacatá Chapter of the National Honor Society. All members are expected to maintain academic standards and take an active role in service and leadership to his or her school and community.

Section 7. If a member’s grade point average falls below 3.5, he or she will be given a written warning and one quarter allowed for GPA improvement. At the next progress report, if the student fails to improve his or her grades, he or she will be suspended from NHS activities until the end of the semester. If the grade point average remains below NHS standards at the end of the semester, the student will be subject to further disciplinary action by the Faculty Council which includes consideration of dismissal from the Bacatá Chapter.

Section 8. If a member fails to complete the mandatory eight hours of NHS social service per quarter or ten NHS activity hours per semester, he or she will receive a warning and two weeks to complete the missing hours.

Section 9. The Faculty Council and the Chapter officers can consider any violation of school rules or civil laws as immediate dismissal. These violations include, but are not limited to, driving intoxicated, stealing, receiving stolen goods, complicity in theft, destruction of property, cheating, truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities. The Faculty Council will make the final decision.

a. Such violations will be defined as minor, serious, or grave according to the CNG Community Code of Honor and Behavior Expectations.

b. If the member is subject to a probationary period, he or she will continue to participate in events and activities and will have to complete an educational project, as deemed appropriate by the Faculty Council. Projects deemed insufficient or received beyond the expected deadline may be outright rejected or require total revision, as deemed by the supervising teacher or Faculty Council.

c. If the member is subject to a suspension, he or she cannot participate in any of the organization’s activities or meetings. Depending on the severity of the case (minor, serious, or grave), the suspension can be for as long as one year. An educational project will also be required, and has to be turned in before the suspension is over. The success of a given project will be determined by the Faculty Council.

d. If a member is expelled from the organization, he or she has to turn in all membership material, and cannot be considered a candidate ever again.

Section 10. Minor and serious offenses in violation of the school code of conduct (e.g., the use of profanity, failure to comply, unexcused absences, excessive tardiness) will be addressed with a written warning. If the member is involved in another violation, of any kind, the member may be considered for dismissal.

a. The member will receive written notification from the advisor(s)/Faculty Council indicating the reason for consideration of dismissal.

b. The member will be given the opportunity to respond to the charge(s) against him or her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the American Constitution). The member has the opportunity to present his or 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 member in question is allowed, but not required, to bring an adult or advocate to the hearing that will act as his or her defense. Any parent, teacher, or staff member personally involved in a discipline case will not be admitted as an advocate or participant. If a teacher or administrator involved in a disciplinary case also sits as a member of the Faculty Council, he or she must excuse him or herself from the proceedings, which include the hearing and any meetings held to discuss the situation. All members must be deemed unbiased as determined by the building principal.

d. 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 advisor.

e. The Faculty Council’s decision may be appealed to the building principal.

f. A member who is dismissed or resigns, will never again be considered for membership in the National Honor Society.

Section 11. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate. Sanctions may include, but are not limited to, social service projects or extended probationary periods.

Section 12. If the member in question is an officer, consequences may include removal from the position or a probationary period in office.

a. During the probationary period, the officer is expected to follow the NHS Constitution and/or school conduct code. Failure to do so may lead to removal from the position and other additional consequences, such as suspension or dismissal.

b. If the Officer is required to forfeit his or her position, he or she can appeal the decision to the principal.

c. If the Officer is dismissed from the position but not suspended from the organization, he or she may not be nominated for any officer position for the remainder of the school year. If the member returns to good standing the following year (i.e. probation has been lifted), he or she may be nominated for an officer position.

d. If an Officer dismissed from the position, there shall be a meeting within one week of the dismissal to elect the new member.

e. During the discipline and appeal process, the dismissed officer’s responsibilities will be passed on to the other officers, as deemed appropriate by the chapter’s officers.

f. If the dismissed member officer is appealing to the principal, the election, if needed, will be held after the principal’s decision.

g. If the principal vetoes the decision of the Faculty Council, the election is not necessary, and the officer will retain his or her title.

ARTICLE IX: CHAPTER ADVISOR

Section 1. The chapter advisor shall be responsible for the supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter advisor and officers shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall present to the principal and the National Council an annual report.

Section 3. The chapter advisor shall regularly review each member for compliance with NHS standards and obligations.

Section 4. The chapter advisor shall help the chapter officers understand and carry out their duties.
Section 5. The chapter advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council and may serve consecutive terms.

Section 6. The chapter advisor shall be nominated by the members. The Principal shall then confirm the nomination.

ARTICLE X: FACULTY COUNCIL

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included in the Faculty Council.

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

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

ARTICLE XI: HONORARY MEMBERS

Section 1. The selection process for honorary members will begin once an NHS member proposes a candidate he or she believes fulfills at least three of the four pillars of the NHS mission. This proposal should be in written form and must clearly explain the candidate’s affiliation with each of the three pillars.

Section 2. In order for the candidate to become an honorary member of the NHS it is required that he or she receives approval by two-thirds of the NHS members.

Section 3. NHS can only have five (5) non-permanent honorary members per semester, including the high school personero(a).

Section 4. Honorary members may participate in any NHS approved activity and meetings.

Section 5. Honorary members do not have the right to participate in any NHS voting process.

Section 6. An NHS honorary member can be dismissed from NHS for the following reasons:
   a. Violation of the NHS constitution.
   b. Through discretion of two-thirds of the NHS members.

ARTICLE XII: AMENDMENTS TO THE CHAPTER BYLAWS

Part 1: Amendments to Single Articles

Section 1. A minimum of two NHS Members may submit a written proposal to any Officer to consider changing an article of the Bylaws. Such proposal must be presented to the entire Chapter at the next meeting.

Section 2. If the proposal is viable, (does not violate the NHS Constitution or CNG Handbook) it will be taken to discussion, later to a vote, and the proposal will pass if two-thirds of the members present accept it.
Section 3. If two or more NHS Members disagree with the approval of a newly passed amendment, they may submit a written request to repeal it to an Officer. The request must include the reasons against the amendment and must be presented within one week of the approval of the amendment. The appeal will be presented at the earliest possible meeting, and those who proposed it may express their reasons to the whole Chapter. It will then be discussed, voted on, and will pass with a two-thirds majority.

Part 2: Revising or Rewriting the Entire Bylaws

Section 1. One third of the members of the Chapter may submit a motion to revise or fully rewrite the Chapter Bylaws. This requires a two-thirds majority to pass.

Section 2. Upon approval, the Officers must take such actions as necessary to undertake the action chosen. Each of the re-drafted portions will be combined into new Draft Bylaws that must be considered by the entire Chapter and be approved by two-thirds approval. In the case of revision, all of the Officers and the advisor will submit their findings and proposals to the entire Chapter.

Section 3. Any amendment made must then have final approval by the Faculty Council.

Faculty Council Approval: May, 2014