

NPHS Student Council Constitution

Article 1: Position Responsibilities

1. Officer Team
 - a. President
 - i. direct meetings and appointing committees and their chairs.
 - ii. does not have to vote unless in the event of a tie; in which event, he/she shall vote to break the tie.
 - iii. represents the Student Council in its entirety in the community, at school-sponsored functions, and as assigned by the Adviser.
 - b. Vice-President
 - i. Assume the responsibilities of the President in the absence of the President.
 - ii. Assume the duties of the Secretary in the absence of the Secretary.
 - c. Secretary
 - i. record the main points at meetings
 - ii. Write minutes for meetings and post them once approved
 - iii. Write the agenda at O-Team meetings
 - iv. Keep a clear and concise record of each Student Council member's points
 - d. Treasurer
 - i. Give a financial report at each meeting
 - ii. collect and present all fundraising materials
 - iii. Research possible Student Council purchases
 - e. Public Relations
 - i. takes pictures and videos to keep a record of the events going on in the Student Council
 - ii. Use social media to encourage a positive outlook of the NPHS Student Council: Facebook, X, Instagram
 - iii. uses community media outlets to showcase the goings-on of the Student Council (twice a year) - for example, WRJO and Vilas County News Review, the District Newsletter, and Eagle Eye News
 - iv. Keep the district Social Media and Public Relations Specialist informed about any Student Council activities.
2. Senior Class
 - a. President
 - i. Organize meetings
 - ii. Help plan graduation
 - iii. Give a welcome at the graduation ceremony
 - b. Secretary and Treasurer – present Senior class gift at graduation ceremony
3. All other classes
 - a. Presidents – collaborate and run class meetings, organize Homecoming and other events, and help with fundraising
 - b. Vice-Presidents – assume duties in case of absence of the President

- c. Secretaries – record meetings, create lists for Homecoming activities, and other sign-up lists (fundraising, etc.)
- d. Treasurer – fill out disbursement forms, organize any fundraising activities

Article 2: Student Council Meetings

- 1. Meetings will be held every other week or whenever necessary.
- 2. The tentative order of each agenda is as follows: Call to Order, Attendance, Secretary's Report, Treasurer's Report, Committee Reports, Old Business, New Business, Council Comments, Adjournment.
- 3. The president runs meetings and controls the floor.
- 4. Seconded motions are required to open the floor for discussion.
- 5. The President calls for a vote when adequate discussion has been undertaken. The President may use any vote he/she deems necessary.
- 6. Members may speak only when the President has given them the floor.
- 7. Any questions about how meetings should be run can be answered by the advisor or by consulting *Robert's Rules of Order*. Any changes can be made through an amendment passed by 2/3 of Student Council members.

Article 3: Officer Team

- 1. Consists of the President, Vice-President, Secretary, Treasurer, Public Relations, and Director of Committees.
- 2. Elected in the spring at the first meeting of the new Student Council.
- 3. Has the power to set an agenda for all meetings. Share the agenda with all Oteam members and advisors for edits and additions. The agenda must be posted to the entire student council 5 days before the meeting.
- 4. Makes recommendations to the Student Council
- 5. At least one member must be an underclassman (under grade 12). If all running and elected Officer Team members are seniors, and there are no underclassmen, a 6th Officer Team position will be created for that year and filled by an underclassman with the inquiry and support of the elected Officer Team and Advisers.
- 6. The Officer Team, along with the Adviser, has the authority to make executive decisions.

Article 4: Quorum

- 1. 2/3 of all members must be present to establish a quorum (necessary for voting).
- 2. Issues decided by the O-Team require all members to be present.
- 3. No quorum required for minutes or agendas.
- 4. To pass amendments requires a 2/3 majority vote.

Article 5: Elections

- 1. Each person wishing to run for office will complete an application form and submit a written paragraph explaining his/her reasons for running.
- 2. Qualifications of Candidates

- a. Minimum of a 2.0 GPA
 - b. Any previous in-school and out-of-school suspensions must be explained to the Student Council advisor, and the advisor can decide whether that person can run. If a person has more than one suspension, they are not eligible to run.
3. The entire class will vote, and candidates with the majority vote will become members.
4. Each class will annually elect a President, Vice-President, Secretary, and Treasurer.
5. Representatives may remain on Student Council for the following year if they have 100% of their points the year prior to elections.

Article 6: Points

1. 2 points for attending meetings.
2. 6 points for Student Council training in August.
3. A predetermined amount of points, decided upon by the Officer Team, will be deducted from a member's point totals each time he/she signs up for a Student Council Function but does not attend. The O-Team will decide all other point values.
4. Members must retain 80% of the possible points to remain on the Student Council.
5. Points will be checked once per trimester, maximum.
6. Each member can be on probation once per year if under the 80% mandatory point retention. At the second infraction, the member will lose his/her position.

Article 7: Money

1. The Student Council Treasurer elected to the O-Team will control all monies in the general Student Council fund.
2. The funds of individual classes will fall under the jurisdiction of their respective treasurers.
3. Transactions
 - a. Student Council account- All transactions that may occur within the Student Council account must first be approved by the Student Council President or Treasurer. All transactions must also be approved by the Adviser.
 - b. Class Accounts- Transactions must go through the Treasurer or class President.
4. Authorization
 - a. Student Council- Only O-Team members are authorized to sign for money transactions.
 - b. Classes- The President and Treasurer of each class may sign for money transactions.
5. Uses
 - a. Student Council monies will be used to fund all Student Council activities.

- b. Monies can additionally be used to aid and support various organizations throughout the school if passed by a majority vote of the Student Council.
- 6. Pre Authorized Retailers
 - a. The NPSD has accounts pre-established at Nelson's Ace, Pick n' Save (card needed), and Trig's (card needed).

Article 8: Committees

- 1. Committees will be created by the Officer Team and Student Council Adviser during their summer meetings. Each Officer Team member will lead a committee, and the Officer Team will then assign Student Council members to the committees.

Article 9: Reprimands

- 1. Reprimands will be handed out for:
 - a. Lack of points
 - b. Failure to participate in Student Council functions
 - c. Inability to act in accordance with the Code of Conduct
 - d. Incompetence in an elected position
- 2. Types- Reprimands may come in the form of
 - a. Subtraction of points
 - b. Suspension from Student Council duties
 - c. Expulsion from Student Council
- 3. Reprimands will be handled on a case-by-case basis by the Officer Team, and the Officer Team will then make a recommendation to the Student Council.
- 4. If a student is expelled from Student Council, he/she must abstain from applying for Student Council for the duration of one school year. He/she will be eligible to reapply after 1 year.

Article 10: Amendments

- 1. Student Council may amend the constitution at any time.
- 2. Amendments must be requisitioned through the Officer Team, who will introduce all possible amendments to the Student Council.
- 3. A 2/3 vote must ensue to pass any amendment.

Article 11: Succession of Officers

- 1. If the President of Student Council is removed, the Vice-President of Student Council will assume the presidency, and a new Vice-President will be elected.
- 2. If a President of any class is removed, the election and/or appointment for a new class Vice-President will be held.
- 3. If a Student Council officer who is not the President is removed, the other officers' positions will not change, but an election and/or appointment will be held to install a new Student Council member in that position.
- 4. If a class officer who is not the President is removed for any reason, that position will be filled through an open election and/or interviews.

Article 12: Code of Conduct

1. Student Council members are to be role models for other students at NPHS. Therefore, it is a must that members act responsibly.
2. Members may not have more than three lunch detentions, which will be checked at the discretion of the O-Team Secretary before a points update is sent out.
3. Members may not serve more than one in-school or after-school suspension.
4. Members are strongly urged not to engage in actions that will lead to suspension, or any action that involves law enforcement and or administrative discipline. If suspension or any action involving law enforcement and/or administrative discipline occurs, it is the O-Team and Adviser's duty to review the situation and make a recommendation to the Student Council. The Student Council will then decide on the course of action to be taken.

Article 13: Probation

1. Members will be placed on probation if their points percentage falls below 80%.
2. Probationers have two weeks to raise their points above 80%, and the Officer Team will decide the starting date.
3. Additional points may be earned through the form of extra Student Council-related tasks, which will be determined by the Officer Team.
4. If points are not brought up to or above 80% by the set date, the individual will be removed from Student Council.

Updated 2023