

**CONSTITUTION  
OF THE EAU CLAIRE  
NORTH HIGH SCHOOL  
STUDENT COUNCIL**



DEVELOPED: 2019-20 NHS STUDENT COUNCIL & ADVISOR  
RATIFIED: MAY 15, 2020

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## ARTICLE I

### SECTION I – NAME

The name of this organization, created to represent the student body of Eau Claire North High School, shall be the North High School Student Council or North Student Council for short. Henceforth in this document, it shall be referred to as the Council.

The official logo of the Council will be developed, selected and used by the Council for a period of time not less than four years. Every four years, the Council will convene in April and vote in May on potential logo updates.

### SECTION II – PURPOSE

The purpose of the Council is to serve as representatives of the student body of North High School and to work to better both the school and the community through its actions.

### SECTION III – AUTHORITY

The Council is the representative body of the students of North High School. Both Administration and Student Council advisor(s) must approve all activities before being performed.

## ARTICLE II

### SECTION I – MEMBERSHIP

Any member of the North High School student body is allowed the opportunity to be a representative of the Council. All Council representatives must represent the entire student body and their concerns. Membership is initially determined by elections, and later by a selection process. After 1<sup>st</sup> quarter, no new representatives may join. All Council representatives must:

1. be a registered student at North High School.
2. have filed an application with Advisor(s) by the prescribed deadline.
3. meet the requirements of and adhere to the NHS Student Council Code of Conduct (Addendum I).

Freshmen will become automatic representatives upon completing a Freshman Registration Card, no later than the 3<sup>rd</sup> Friday in September. After the 3<sup>rd</sup> Friday of September, no more freshmen will be allowed to join.

Any student who transfers to NHS during the present academic year and was a member of the Student Council at their previous school may become a representative on the current Council. They must complete a Transfer Member Registration Form and meet with the current Executive Board and Advisor(s). Following the approval of the Executive Board and Advisor(s), they shall become a representative of their class.

Any student who transfers to NHS during the present academic year and was not a member of the Student Council at their previous school may also become a representative on the current Council. They must complete a Student Council Application and meet with the current Executive Board and Advisor(s). The Executive Board and Advisor(s) shall then convene representatives from the class which the student represents. Representatives of the class shall then vote to determine membership. A plurality of votes shall be required for the student to become a representative of their class.

## SECTION II – ATTENDANCE

All Council representatives are required to attend all events, including but not limited to meetings, event set-up and tear-down, and other activities deemed mandatory as indicated by the Advisor(s). All absences shall only be excused if the representative submits an Absence Verification Form on the Council webpage, which is corroborated by the email of a parent, guardian, coach or other individual leading the activity for which the Council event was missed. This is to be completed no less than two weeks from the occurrence of the absence, with limited exceptions based on circumstances, at the discretion of the Advisor(s) and Executive Board. All representatives are also required to personally notify the Advisor(s) of their absence (including the use of electronic communication forms employed by the Council).

Absences shall only be excused if:

1. the representative is not present at school that day and the absence is considered excused by North High School attendance and guidelines.
2. the representative has and provides written/electronic communication from a staff member requesting the representative remain in class.
3. the representative submits a Representative Absence Submission Form on the NHS Student Council webpage.
4. the representative is legally bound or ordered by North High School Administration to be elsewhere.
5. other extreme circumstances occur that are approved at the discretion of the Advisor(s) and the Executive Board.”

Work shall only be allowed as an excuse for either event set-up or tear-down if a representative has and provides written/electronic notice of the absence prior to the event. If a member arrives to an early bird or regular school day meeting more than 10 or 5 minutes, respectively, after it has been called to order (without the aforementioned requirements), the representative shall be considered ‘unexcused’ for that meeting.

When attending Council events, it is expected that each member shall be actively participating in all aspects of the event. Therefore, if a member is deemed to be not actively participating, they shall be given a verbal warning, followed by a documented warning, and if it is a persisting occurrence, it shall be grounds for termination. This decision is solely at the discretion of the Executive Board and the Advisor(s). Further requirements apply (see Addendum 1).

Representatives shall be required to complete, submit through the Representative Hours Submission Form on the Council webpage, and verify 20 hours of service per academic year. A minimum of 10 hours must be completed, submitted and verified for each semester. Further requirements apply (see Addendum 1).

## SECTION III – TERMINATION FROM COUNCIL

Representatives may be terminated from the Council for not meeting attendance, academic, behavior or participation requirements at eligibility verification times, as defined in Addendum I. If a Council representative is in jeopardy of termination, code violation consequences and proceedings will be enacted (see Addendum I).

If the representative does not improve his/her eligibility or appeal the warning, and termination is still warranted, a written letter of termination will be provided to the representative. Termination can occur at any time after a warning letter has been provided. After termination has occurred, a member has the right to a formal appeal in which he/she will be given the opportunity to state his/her case in front of the President, Vice-President, Advisor(s), and a member of the North High School Administration, or in writing (see Addendum I).

## SECTION IV – MEETINGS

The Council shall meet every other week, rotating between class periods, and more frequently if a meeting is cancelled due to extreme or uncontrollable circumstances. If necessary, as determined by the Executive Board and Advisor(s), the Council may hold *Extra Session* meetings for Year-Long and Short-Term Committee work time. The Council must meet at least once during the summer to plan Homecoming and establish Year-Long committees.

## ARTICLE III

### SECTION I – EXECUTIVE POSITIONS

The Executive Board Officers of the Council are the President, Vice-President, Secretary, Treasurer, and Historian. At the start of 4<sup>th</sup> quarter, current junior Council representatives will be given the opportunity to run for an Officer position. If no junior representatives run for a position, then any sophomore representative may run.

### SECTION II – EXECUTIVE BOARD

The Executive Board shall consist of the members holding the offices mentioned above and the Council Advisor(s). The Executive Board shall meet before every Council meeting to set meeting agendas. The Executive Board selects what is placed on the agenda, and in what order. All requests for Council funds must be brought before the Executive Board, before the meeting to ensure approval.

Executive Board members shall be expected to maintain a minimum grade of “C+” in all classes at designated eligibility times (see Addendum I), maintain at least a 75% attendance rate to both bi-weekly meetings and bi-weekly Executive Board meetings, and comply with the North High School Student Council Code of Conduct (see Addendum 1).

In the event the President is no longer able to serve, the Vice President shall automatically take over for the President. All other positions must be appointed and unanimously approved by the remaining Executive Board and Advisor(s) to maintain the five-part leadership on the Executive Board.

Any Council representative may attend Executive Board meetings and can talk, but only Officers and Advisor(s) may vote. The Executive Board and Advisor(s) may hold closed-door meetings. Representatives may not attend closed-door meetings and must be made aware that a specific meeting will be considered closed-door. The Council Advisor(s) shall run all Executive Board meetings. The time and place for all Executive Board meetings shall be decided at the beginning of each semester and made public for those wishing to be present.

The Executive Board shall provide termination and/or warning letters to the Advisor(s) so he/she/they can approve any warning or termination and distribute. The Executive Board shall also recommend representatives of the Council as candidates for Committee Chairpersons to the President and Advisor(s) and monitor the progress of committees, offering support and guidance when requested.

### SECTION III – OFFICER ELECTIONS

Officer Elections shall occur in the month of April or May of each school year. To be eligible for office, applicants must have been a Council representative during the current year, obtained at least a 3.0 G.P.A., have filed an Officer Application with the Advisor(s), and submitted a digital personal statement about why he/she desires the position, with his/her plans for the following year. Candidates for the Executive Board may run for one other position if not elected for their initial position, as specified on their Officer Application. If an Executive Board vacancy remains after junior applicants have declared their running positions, the Advisor(s) shall notify juniors of the vacancies and accept applications for 24 hours following the notification. If a vacancy persists after notification for the Officer positions of President and/or Vice President, the Advisor(s) shall notify sophomores of the vacancy and accept applications for an additional 24 hours following notification.

President and Vice-President shall run independently. Elections shall take place in order of seniority, starting with President, Vice-President, Secretary, Treasurer, then Historian. Votes shall be tallied and announced during the election meeting. All candidates running for office are allowed up to a 3-minute speech. After speeches, all representatives present shall vote on the candidates. Only a plurality is required to win an Officer position.

## SECTION IV – GENERAL ELECTION

Any student wishing to be on the Council, who has submitted an application by the indicated deadline, excluding elected Officers, shall be placed in the General Election. Separate ballots shall be created for each grade-level with all candidates listed. Ballots shall be available to all students during the school day. 4 representatives will be elected from each grade, (9-11) based on voting, to serve on the Council for the following academic year.

After the General Election, up to 11 more representatives from grade 10, up to 16 more representatives from grade 11 and up to 16 more representatives from grade 12 (where 5 additional representatives will be elected to the Executive Board by the current Council), shall be selected by the current and newly elected Executive Boards and the Advisor(s) to serve on the Council. There will be up to a total of 15 sophomores, 20 juniors and 20 seniors.

## ARTICLE IV

### SECTION I – PRESIDENT

The President shall be responsible for leading the Council. He/she will be charged with leading all meetings and finalizing the agenda for each meeting. The President shall be the Council representative to the community unless circumstances prevent him/her from being thus. The President shall be in charge of designing and ordering Council “apparel.” The President of the Council shall also be Class President. This position includes giving a speech at graduation and organizing class reunions. The President shall schedule daily correspondence with the Advisor(s). The President may serve as an Executive Board Overseer (EBO), supervising the operations of one Year-Long Committee.

### SECTION II – VICE-PRESIDENT

The Vice-President shall be responsible for attendance. The Vice-President shall add attendance into an electronic document that the Advisor(s), Executive Board and representatives can view. When a representative is in danger of termination or is being terminated, the Vice-President shall generate the letter of explanation, with proof of missed meeting dates and activities, to be given to the representative. The Vice President shall prepare and update Council attendance in the Eligibility Verification Spreadsheet at identified Eligibility Checkpoints. If the President is unable to attend a Council function or cannot lead a meeting for any reason, the Vice-President shall perform the duties of both the President and the Vice-President. The Vice President shall schedule daily correspondence with the Advisor(s). The Vice President shall serve as an Executive Board Overseer (EBO), supervising the operations of one Year-Long Committee.

### SECTION III – SECRETARY

The Secretary shall be responsible for tracking minutes at all Council meetings. The Secretary shall keep a digital report and post it on the Commons Bulletin Board and the Advisor(s) shall post it on the Student Council webpage. It is the role of the Secretary to ensure all representatives are informed of meeting dates and planned activities, including managing volunteers for Council-sponsored events, with the provision of reminders of date and time to said volunteers, employing the current mode of organization communication. The Secretary shall be responsible for updating the Council Social Media pages to reflect what is publicized on the Council TVs. The Council Social Media pages include, but are not limited to Facebook, Snapchat, Twitter, and Instagram. The Secretary shall also work with the Publicity Committee Chair, Historian and Advisor(s) to update all Council TVs on a weekly basis. The Secretary shall verify and update Council *booth* and *committee* hours categorizations in the Eligibility Verification Spreadsheet at identified Eligibility Checkpoints. The Secretary shall schedule daily correspondence with the Advisor(s). The Secretary shall serve as an Executive Board Overseer (EBO), supervising the operations of one Year-Long Committee.

#### SECTION IV – TREASURER

The Treasurer shall be responsible for the financial standing of the Council. The Treasurer shall keep an electronic document of the Budget and update it on a bi-weekly basis. The Treasurer shall report balances at every meeting. The Treasurer shall keep a digital report and post it on the Commons Bulletin Board and the Advisor(s) shall post it on the Student Council webpage. The Treasurer shall sign any check requests that need to be made. It is the responsibility of the Treasurer to select at least one day a week to confirm disbursement forms to sign with the Advisor(s). The Treasurer shall keep records of finances for reference. The Treasurer shall also track hours worked by representatives so they may be viewed in the Representative Hours Tracker on the Student Council webpage. The Treasurer shall prepare and update Council hours in the Eligibility Verification Spreadsheet at identified Eligibility Checkpoints. The Treasurer shall schedule daily correspondence with the Advisor(s). The Treasurer shall serve as an Executive Board Overseer (EBO), supervising the operations of one Year-Long Committee.

#### SECTION V – HISTORIAN

The Historian shall be responsible for making a digital scrapbook of the entire year, and the Advisor(s) shall post it on the Student Council webpage. The Historian shall be responsible for making sure pictures are taken at all Council events throughout the year. If the Historian is unable to attend an event, he/she must find a replacement. To aid in the recording of events, the Historian shall directly communicate with the Secretary may select and retain a special "Historian's Committee," comprised of representatives of Publicity Committee who will photograph and video Council and school events and activities. These individuals shall respond to requests from the Historian and collaborate to record all possible events and activities. The Historian shall also work with the Publicity committee, Secretary and Advisor to update all Council TVs on a weekly basis. The Historian shall also update the Council bulletin board located in the Commons, and picture boards throughout the building. The Historian shall schedule daily correspondence with the Advisor(s). The Historian shall serve as an Executive Board Overseer (EBO), supervising the operations of one Year-Long Committee.

#### SECTION VI – IMPEACHMENT

Any Officer on the Council may be impeached if their conduct does not adhere to the expectations of the Council or the NHS Student Council Code of Conduct (Addendum I). A representative(s) may submit to the Advisor(s) a document stating rationale for the Officer's impeachment, along with the signatures of other representatives who support the decision. The Advisor(s) must give consent before the motion may proceed. Upon Advisor(s) consent, there shall be a meeting day set for an Impeachment Debate; the Officer facing impeachment must be allowed equivalent time to his/her impeachers, to address the Council. A 3/5 majority of the Council is required to impeach an Officer.

## ARTICLE V

### SECTION I – DUTIES AND RESPONSIBILITIES OF THE NORTH HIGH SCHOOL STUDENT COUNCIL

The following responsibilities shall be a minimum of the Council in any given year:

1. Homecoming Dance and Week Activities
2. Veterans Day Ceremony
3. Winter Formal Dance and Week Activities
4. Winter (in)Formal Dance and Week Activities
5. Prom Dance and Week Activities
6. School Atmosphere Activities
7. Social/Charity Activities
8. Staff Appreciation Activities
9. American Red Cross Blood Drives

### SECTION II – COMMITTEES

There shall be 4 Year-Long Committees, along with numerous Short-Term Committees as needed. An upperclassman Chair and an underclassman Understudy, appointed by the Executive Board (after approval from the Advisor(s)), shall lead each Committee. Any Council Committee Chair Position shall have detailed objectives provided by the Executive Board and Advisor(s). Responsibilities for this position include but are not limited to those identified objectives. The Year-Long Committee Chairs shall meet monthly with the Executive Board and Advisor(s), on dates predetermined by the Executive Board and Advisor.

Committee Chair positions may be removed with a unanimous vote of the Executive Board and Advisor(s) if they do not complete the objectives outlined for their position with integrity and timeliness. The Understudy (where applicable) shall serve as Interim Committee Chairperson until the appointment of a replacement by the Executive Board and Advisor(s). An application process shall ensue following the removal of any Committee Chairperson.

The Year-Long Committees shall be:

#### **1. Publicity**

RESPONSIBILITIES--Must appropriately publicize all Council events, coordinating with other Committees. Must update Council TVs with the Secretary, Historian and Advisor(s) on a weekly (or more frequent as identified by the Advisor(s)) basis. Must submit a Biweekly Report to their Executive Board Overseer (EBO) prior to the Executive Board Meeting before each scheduled Council meeting. Must attend monthly, predetermined Year-Long Committee Meetings with Executive Board and Advisor(s).

#### **2. School Atmosphere**

RESPONSIBILITIES--Must organize at least 4 school-wide events or projects each year and develop and provide at least 4 school atmosphere-improving volunteer opportunities at NHS for NHS students. Must select, design and organize a school event day for the student body each month. Must meet with NHS Administration to develop plans to promote positive culture at North High School and meet (at minimum) 4 times each quarter to develop plans. Must submit a Biweekly Report to their Executive Board Overseer (EBO) prior to the Executive Board Meeting before each scheduled Council meeting. Must attend monthly, predetermined Year-Long Committee Meetings with Executive Board and Advisor(s).

#### **3. Social/Charity**

RESPONSIBILITIES-- Must plan at least 4 social events each year, including a summer social, winter social, mid-winter social and spring social. Must plan at least 9 charity events each year, a minimum of 1 each month. Must manage and organize (with the Advisor) weekly NHS Parking Lot Clean-Up efforts. Must submit a Biweekly Report to their Executive Board Overseer (EBO) prior to the Executive Board Meeting before each scheduled Council meeting. Must attend monthly, predetermined Year-Long Committee Meetings with Executive Board and Advisor(s).

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#### 4. Staff Appreciation

RESPONSIBILITIES--Must organize 1 staff recognition gift per month and staff appreciation week, organize snacks for Spring and Fall Parent-Teacher Conferences, and submit a Biweekly Report to their Executive Board Overseer (EBO) prior to the Executive Board Meeting before each scheduled Council meeting. Must attend monthly, predetermined Year-Long Committee Meetings with Executive Board and Advisor(s).

The Short-Term Committees shall be:

#### Homecoming

Court  
Dance  
Parade  
Pep Assembly  
Week's Events  
Music Selection

5.

#### Winter (in)Formal

Court  
Dance  
Week's Events

6.

#### American Red Cross Blood Drive

Fall Blood Drive  
Spring Blood Drive

7.

8.

#### Veterans Day Ceremony

Guest Speakers and Presentations  
Musical Contributions  
Event Layout  
Honor Guard  
Spirit Day

9.

10.

#### Prom

*Prom Committee consists of junior representatives and leadership of the Council. Interested sophomores of the Council shall be recruited to assist in informing their experience the following year. The Prom Committee Chairperson shall be appointed by the Executive Board and Advisor(s).*

Court

Dance

Pep Assembly

Week's Events

#### Winter Formal

Court  
Dance  
Pep Assembly  
Week's Events  
Music Selection

#### Annual Constitution Review

Review current Constitution

Propose modifications/amendments (see Article VI, Section III)

Every representative of the Council must be in 1 Year-Long Committee. Attendance at Year-Long Committee meetings is mandatory; any absences will be added to the official attendance record and be susceptible to Code Violation Consequences (see Addendum I). Year-Long Committee Chairs are also responsible for scheduling outside meetings for their Committee. It is the responsibility of Long and Short-Term Committee Chairpersons to notify the President and Advisor(s) of all organized meeting dates, locations and times in advance of said meetings. Year-Long Committee chairs must attend at least 1 Year-Long Chair meeting each month, as prescribed by the Executive Board and Advisor(s), to provide in-depth updates and discuss plans.

### SECTION III – DECISIONS

All Council votes must be decided by a plurality vote of representatives present. If a matter requires immediate action the Advisor(s), President, and Vice-President may make the decision. The Council may override a previous decision by a 2/3 vote, including the aforementioned "immediate actions."

## ARTICLE VI

### SECTION I – RATIFICATION OF THE CONSTITUTION

This document must be ratified by a 2/3 vote of the Council. It shall then take precedence over any previous Constitution or matter of tradition.

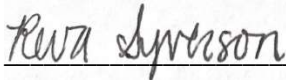
### SECTION II – DISTRIBUTION OF CONSTITUTION

This document shall be posted on the Student Council webpage for all representatives to reference and shall be available at every meeting. The Vice-President is to have an official copy of the Constitution at all meetings, so he/she is able to check the constitutionality of any measure if requested. Eau Claire North High School shall keep a copy of this Constitution on file, as long as the Council shall exist and act as proof of organization and reference for Administration. The Advisor(s) shall possess a physical and digital copy and is/are charged with familiarity with the document. Physical copies shall be distributed by the Advisor(s) and Executive Board at the beginning of each academic year.

### SECTION III – AMENDMENTS

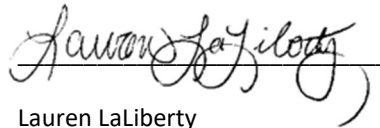
Any representative may request to make an amendment during the year. The proposition must be brought before the Executive Board and Advisor(s). Once approved, the amendment shall be on the agenda of the next meeting. A Constitution Review Committee shall be convened annually, consisting of two Council representatives of each grade, with the goal of updating the Constitution to the current needs of the Council. At least 75% of all active (see Addendum I) Council members must be present when an amendment is brought forth. An amendment must pass with a 2/3 majority to become part of the Constitution. Each May, one meeting shall be expressly dedicated to reviewing and amending the Constitution.

Adopted this 15<sup>th</sup> day of May, 2020 by the North High School Student Council.



Reva Syverson

2020-21 NHS Student Council President



Lauren LaLiberty

2020-21 NHS Student Council Vice-President



Kevin Mesiar

NHS Student Council Advisor