

## **Student Council Constitution**

### ***West Windsor-Plainsboro High School North***

***Revised June 2017***

The West Windsor Plainsboro High School North Student Council exists to serve as the voice of the student body. This is done through three major functions:

- Voicing student opinions to the high school administration;
- Coordinating and supporting student curricular and extracurricular activities;
- Supporting, planning and executing events and fundraisers for the school and the greater community.

Through these three functions, the Student Council seeks to promote a heightened sense of unity and positivity within all facets of the High School experience.

## **ARTICLE ONE**

### **MEMBERS OF THE STUDENT COUNCIL**

The members of the Student Council shall include the members of the Executive Board, Class Officers, and Class Representatives. All candidates will be held to the NCAA academic standards in order to run for office.

#### ***Section One – The Executive Board***

**1. Members.** The Executive Board of the Student Council shall be composed of the President, Vice President, Secretary, Treasurer, and Special Assignments Officer(s) (if applicable). There may be at most two Special Assignments Officers for the Executive Board. The choice of appointing none, one, or two special assignments officer(s) is at the discretion of the Executive Board. The Executive Board holds the right to add positions if deemed necessary.

**2. Qualifications.** Candidates seeking a position on the Executive Board other than the position of Special Assignments Officer must have at least one year of high school Student Council experience. Executive Board members must also adhere to the rules and regulations of the school and act as role models and leaders by being civil members of the student body.

a. President – The President must be a member of the junior or senior class for the year he/she holds office.

b. Vice President – The Vice President must be a member of the junior or senior

class for the year he/she holds office.

c. Secretary – The Secretary must be a member of the sophomore, junior, or senior class for the year he/she holds office.

d. Treasurer – The Treasurer must be a member of the sophomore, junior, or senior class for the year he/she holds office.

e. Special Assignments- The Special Assignments Officer can be a member from the freshman, sophomore, junior, or senior class for the year he/she holds office and should be skilled in fields that E-Board deems necessary for the school year.

**3. Term of Office.** The term of office for the newly elected student council members shall begin within the 4<sup>th</sup> marking period, but must begin before May 31<sup>st</sup>.

**4. General Responsibilities.**

a. President – This officer, as the Chief Executive Officer of the Student Council, is responsible for running the council, coordinating meetings, communicating student concerns with the administration, and delegating the work between the other members of the Student Council. The President should maintain strong relations with all school staff and work closely with the administration in order to bridge the gap between the students and staff and to provide for a healthier school environment for students. The President is also responsible for overseeing everything and anything related to the Student Council, both within school and without, including all elections. The President should also be prepared to help with the responsibilities of each of the other members and assume responsibility for additional tasks.

b. Vice President – This officer will determine the initiatives to be focused upon for the school year and assign representatives to their appropriate committees, and periodically report their progress to the President. The Vice President is also responsible for helping the President in important decisions and shall be prepared to, upon the President's request, research areas of concern that will maximize his ability to advise the President.

c. Secretary – This officer is responsible for initiating and overseeing communication among the students, faculty, and the community. To ensure constant communication, this person is responsible for informational announcements to the student body, newsletters, and press releases. The Secretary shall also be responsible for recording the minutes of meetings, taking attendance, and reporting this information to the President. The Secretary shall also maintain thorough records of meetings and be prepared to, upon the President's request, deliver appropriate documents and research.

- d. **Treasurer** – This officer is responsible for the organization, logistics, and execution of all Student Council fundraisers. The Treasurer shall be responsible for inventory and budget, and shall report financial concerns to the President as necessary. The Treasurer shall maintain neat and accurate records that will be available to the Student Council. This officer must also work closely with the coordinator of the student funds to keep track of all Student Council monies.
- e. **Special Assignments** – This officer must be responsible for the preparation, execution, and success of an event. The Special Assignments officer must visualize and plan each event from beginning to end. This position shall entail appropriately large amounts of time.

## ***Section Two – Class Officers***

**1. Members.** The collective group of Class Officers shall be composed of the Class President, Class Vice President, Class Secretary, Class Treasurer, and Class Special Assignments Officer(s) (if applicable) from each class. There may be at most two Special Assignments Officers for each Class Council. The choice of appointing none, one, or two special assignments officer(s) is at the discretion of the Class Councils.

**2. Qualifications.** A Class Officer must be a member of the class that he/she shall represent. Class Officers must also adhere to the rules and regulations of the school and act as role models and leaders by being civil members of the student body. Candidates seeking the positions of class president or vice president must have at least one year of Student Council experience. Special Assignments Officers must be skilled in at least one of the following fields: art, computer, or stage setup.

**3. Term of Office.** The term of office for a Class Officer shall begin within the 4<sup>th</sup> marking period, but must begin before May 31<sup>st</sup>.

**4. Responsibilities.** The Class Officers shall represent the views and perspectives of the students under their jurisdiction by communicating concerns with the Executive Board. They shall work mostly independent of the Student Council on their own projects, activities, and fundraisers designed to promote their respective classes. Student Council influence on matters concerning individual classes and their councils shall be minimal. Duties of individual officers shall be based on their positions and shall reflect the responsibilities outlined for members of the Executive Board in Article One, Section 1.4. Class Council Special Assignments Officers are also responsible for any tasks given to them by the Executive Board Special Assignments Officer.

## ***Section Three – Class Representatives***

**1. Members.** The collective group of Class Representatives shall be composed of five members from each class.

2. Qualifications. A Class Representative must be a member of the class that he/she shall represent. Class Representatives must also adhere to the rules and regulations of the school and act as role models and leaders by being civil members of the Student Body.

3. Term of Office. The term of office for a Class Representative shall begin within the 4<sup>th</sup> marking period, but must begin before May 31<sup>st</sup>.

4. Responsibilities. Class Representatives shall have the responsibility to attend all Student Council meetings, activities, and events. They shall encourage support among the students for the Student Council and other school activities. Class Representatives are expected to keep up with the issues, facilitate concerns between students and the Student Council, and communicate actions of the Student Council to students assigned to their jurisdiction. Class Representatives shall be expected to voice their preferences and take an active role in their duties. They will be obliged to the duties vested upon them by the Executive Board. Class Representatives may not participate in consumption of illegal substances (drugs, alcohol), they may not have over three detentions over the course of the school year (July 1-June 30), and their grades should be taken seriously as an additional responsibility and should ideally never be below a C average, but this requirement may vary depending on circumstances.

#### ***Section Four – Sub- Committee***

1. Members. Both the Executive Board and Class Councils may form sub-committees that are created from the body of students at High School North. Members of these sub-committees will be selected by their respective councils.
2. Qualifications- A member of the Executive Board sub-committee must be a member of the student body. A member of a class council sub-committee must be a member of the class that he/she shall be working for.
3. Term of Office- Members are chosen by their respective councils. Their term shall begin in the 4<sup>th</sup> marking period, but must begin before May 31<sup>st</sup>.
4. Responsibilities- A sub-committee may be formed under previous precedents and/or recommendations to aid in artistic, financial, organizational, etc. needs of the respective council/board.

## **ARTICLE TWO**

### **STUDENT COUNCIL ELECTIONS**

The Student Council Advisors shall be responsible for conducting the election of all Student Council members.

### ***Section One – The Executive Board***

**1. Time of Elections.** Executive Board elections shall be conducted within a 3-week period with respect to the High School North calendar of events. They shall occur within the 4<sup>th</sup> marking period.

#### **Eboard Election Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
			Release packets	
	Packets due, 7 AM meeting	Determine eligibility of candidates, speeches recorded	Release list of candidates, speeches recorded, campaigning starts	
		Videos played	Voting	Voting (blocks 1 and 4), results announced 6th block
Winners posted on bulletin board				

*[Editor's Note: This section was rewritten to accommodate for class council elections to take place during biology testing days ]*

**2. Nomination.** Candidates wishing to become members of the Executive Board must complete the appropriate petition. This petition shall require fifty signatures of students currently enrolled at West Windsor-Plainsboro High School North and three signatures of staff members currently employed at West Windsor-Plainsboro High School North. Qualified students and staff members may help nominate as many different candidates as desired. A schedule of election week events including but not limited to release of election packet, election packet submission, speech recording, candidate announcement, speech showing, voting, and announcement of results shall be posted either on West Windsor-Plainsboro Student Council website or on Executive Board Bulletin Board.

**3. Campaigning.** Campaigning shall not begin before the official list of candidates is announced on the Friday preceding Executive Board Election Week.

**4. Speeches.** All candidates wishing to become members of the Executive Board of the

Student Council (except for Special Assignments Officer candidates) must prepare and deliver a speech to the entire student body. Speeches will be recorded per the Executive Board calendar and shown to the entire student body during 6th block on the day preceding elections.

5. Qualification of Voters. Any student currently enrolled at West Windsor-Plainsboro High School North at the time of the election, including members of the graduating class, may vote in the Primary Election.

6. Election Results. Voting shall occur during first block on the Friday of Primary Election Week. Each student shall have one vote per office. The ballots are to be counted and compiled immediately, and the elected members shall be announced by the end of the day. A summary of the results of the election shall be made available to all students on the next regular school day.

## ***Section Two – Class Officers and Class Representatives***

1. Time of Elections. Class Officers and Class Representatives shall be elected during Class Council Election Week. Class Council elections shall be conducted within a 3-week period with respect to the High School North calendar of events and will occur within the fourth marking period. A schedule of election week events including but not limited to release of election packet, election packet submission, speech recording, candidate announcement, speech showing, voting, and announcement of results shall be posted either on West Windsor-Plainsboro Student Council website or on Executive Board Bulletin Board.

2. Nomination. Candidates wishing to become Class Officers or Class Representatives must complete the appropriate petition. This petition shall require fifty signatures of students belonging to the class that the candidate wishes to represent and three signatures of staff members currently employed at West Windsor-Plainsboro High School North. Qualified students and staff members may help nominate as many different candidates as desired. Petitions shall be made available on the second Monday preceding Class Council Election Week and be due the second Friday preceding Class Council Election Week.

3. Campaigning. Campaigning shall not begin before the official list of candidates is announced on the Thursday preceding Class Council Election Week.

4. Speeches. All candidates wishing to become Class Officers must prepare and deliver a speech to the appropriate class. Speeches will be recorded per the Executive Board calendar and shown to the entire student body during 6th block on the day preceding elections.

5. Qualification of Voters. Any student currently enrolled at West Windsor-Plainsboro High School North may vote in the Secondary Election, but only for candidates

belonging to their respective class.

**6. Election Results.** Voting shall occur in PE and health periods on the Thursday and Friday of Secondary Election Week. Each student shall have one vote per office. The ballots are to be counted and compiled immediately, and the winners shall be announced by the end of the Friday of Secondary Election Week. However, no member may hold the position of both a Class Officer and a Class Representative. A candidate choosing to run for both Class Council officer and Class Representative must give priority to the Class Council officership. In the event that a candidate is elected as a Class Council officer, he/she must forfeit his/her candidacy for Class Representative. A summary of the results of the election shall be made available to all students on the next regular school day.

### ***Section Three – Special Assignments Officers***

**1. Time of Elections.** The appointment of the Special Assignments Officer position shall be left up to the discretion of the classes.

**2. Nomination.** Student council may call for the appointment of a special assignments officer in the state of an emergency appointment. Qualified students may fill out the appropriate paperwork to nominate themselves to be considered for the special assignments officer position.

**3. Selection.** Candidates for Executive Board Special Assignments Officer shall be interviewed by the Student Council advisors and the Student Council. The class councils may be polled to develop and opinion on the Executive Board candidate. The incoming and outgoing executive board will then vote on appointing 0, 1, or 2 Special Assignments Officers. The incoming and outgoing class councils and class council advisors will interview the candidates for special assignments officer. The incoming and outgoing class councils will vote on their respective class council special assignments offices.

**4. Election Results.** Special Assignments Officers shall be notified after the vote. In the case that a class representative is elected to be special assignments officer, the representative will forfeit the position.

## **ARTICLE THREE**

### **REMOVAL OF STUDENT COUNCIL MEMBERS**

Any member of the Student Council may be removed if deemed appropriate.

#### ***Section One – The Executive Board***

**1. Initiation.** A member of Student Council with a complaint will approach advisors of

Student Council with the complaint.

2. Verification. The Student Council advisors will approach the vice principal in charge of Student Council with the issue, and if it is decided by him or her that the complaint is substantial, then he or she and the Student Council advisors will call a meeting.

3. Process. A committee of the number of people equal those on E-Board is assembled from the Class Councils and invited to the meeting to hear the complaints. The student may request a trusted adult to accompany him or her to the meeting.

*[Editor's Note:.. The constant communication and collaboration E-Board members have with each other may create a bias during voting. The committee of people was created to reduce any bias E-Board members may hold towards the student council member in question]*

4. Vote. Removal of the Executive Board Member will take a ⅔ majority of those present at the meeting.

## ***Section Two – Class Officers***

1. Initiation. A member of Student Council with a complaint will approach Executive Board with the complaint.

2. Verification. Executive Board will serve solely as an advisory body on the course of action to be taken. If the complaint is decided to be substantial, the Executive Board shall call a meeting with the applicable Class Council and an uninvolved member of Executive Board will chair the meeting in an impartial manner.

3. Process. An unattached Executive Board member will chair a Class Council meeting to ensure that both sides are heard, and to maintain a respectful environment. All sides will be given the opportunity to present their stories, and all applicable evidence should be presented. The attendance policy of the member in question will be considered

4. Vote. Removal of the Class Council member will take a ⅔ majority of those present at the meeting.

## ***Section Three – Class Representatives***

1. Initiation. A member of Student Council with a complaint will approach Executive Board with the complaint.

2. Verification. Executive Board will serve solely as an advisory body on the course of action to be taken. If the complaint is decided to be substantial, the Executive Board shall call a meeting with the applicable Class Council and an uninvolved member of Executive Board will chair the meeting in an impartial manner.



3. Process. An unattached Executive Board member will chair a Class Council meeting to ensure that both sides are heard, and to maintain a respectful environment. All sides will be given the opportunity to present their stories, and all applicable evidence should be presented. The attendance policy of the member in question will be considered

4. Vote. Removal of the Class Council Representative will take a  $\frac{2}{3}$  majority of those present at the meeting.

## **ARTICLE FOUR**

### **FILLING VACANCIES**

In the event that there is any vacant position in the Student Council—by reason of resignation, removal, death, or any other—it shall be filled promptly.

#### ***Section One – The Executive Board***

1. Nomination. Any qualified member of the Student Council may be nominated by a member of Student Council to fill a vacancy. Each nomination requires a second and those who nominated or second a candidate may not themselves be nominated. A Student Council member may only nominate or second one candidate. A simple majority of the Executive Board is required to confirm a nomination. If the Executive Board does not confirm a nomination, the Student Council, excluding those nominated, can override the denial by a two-thirds majority of members present.

2. Decision. A simple majority of the voting members of the Student Council will determine the appointment. If a simple majority does not exist, the Student Council will vote on the two candidates that received the most votes. In the event of a tie at any point in the process, the Executive Board will select a candidate with a simple majority.

3. Notification. A letter of notification shall be available to the student body on the Student Council website.

#### ***Section Two – Class Officers***

1. Nomination. Officer positions are mandatory for replacement when left vacant. In the case of the President's position being left vacant, the Vice President will take the position of the President. All other officer positions may be replaced by a class representative. Any qualified class representative is eligible for nomination.

2. Decision. A simple majority of the voting members of the Student Council belonging to the corresponding class must agree on the appointment.

3. Notification. A letter of notification shall be available to the student body on the Student Council website.

### ***Section Three – Class Representatives***

1. Nomination. The corresponding Class Council shall nominate a qualified member of the student body. Filling a vacant representative position is up to the discretion of the class council.

2. Decision. A simple majority of the voting members of the Student Council belonging to the corresponding class must agree on the appointment.

3. Notification. A letter of notification shall be available to the student body on the Student Council website.

## **ARTICLE FIVE**

### **STANDING COMMITTEES INCLUDING CLUB OVERSIGHT**

The standing committee of the Student Council shall be the Club Committee. Members shall be appointed to the committee by the Executive Board. Student Council members may serve on multiple committees with the approval of the Executive Board.

#### ***Section One – Club Committee***

1. Contingent on administrative approval, the Club Committee shall conduct a comprehensive club evaluation commencing no later than the third week of May and ending not later than a week from graduation.

a. All school organizations, including stipended and non-stipended clubs, must submit a club evaluation form created by the Club Committee if they wish to be recognized as a school organization.

b. The Club Committee shall establish its own confidential rubric and procedure to prioritize all clubs in an ordered list. The list shall then be used by the school administration to recommend spending to the Board of Education for the forthcoming fiscal year. In conducting the review, the Club Committee, along with Student Council, shall also recommend clubs for consolidation or loss of status on a case-by-case basis.

c. No club shall be permitted to post advertisements on school property, sell products on school property, or reserve school facilities on the event calendar if they are not recognized by the Student Council. Clubs receiving Student Council approval shall be permitted to meet anywhere on school property with an advisor

or in the main hallway without an advisor.

*[Editor's Note: The constitution drafted and approved by clubs earlier this year is attached at the bottom of this document]*

## **ARTICLE SIX**

### **CONSTITUTIONAL AMENDMENTS**

Amendments to the Student Council Constitution may be desired to fit the changing needs of the student body.

#### ***Section One – Amendment Proposal***

1. Any member of the Student Council may propose an amendment to the Constitution and would do so by presenting it, in writing, to the Executive Board.
2. The Executive Board will then meet informally with Class Council members and discuss whether the amendment is an appropriate modification of the Constitution and merits debate.
3. The Executive Board shall then have the authority to decide whether to address the proposed amendment.
4. In the event that the Executive Board does not agree to address the amendment, the amendment in question shall be presented at the next Student Council meeting, during which Council members may override the Executive Board's refusal to address the amendment with a simple majority vote.
5. Debate will not be permitted in deciding whether the amendment should be addressed.

#### ***Section Two – Amendment Approval***

1. Once it is decided that the amendment is appropriate, the proposed amendment shall be presented to the entire Student Council.
2. Student Council members shall debate the necessity of the amendment by voicing their support or opposition for it.
3. The Constitution may be amended with the approval of two-thirds of the Student Council.

## **ARTICLE SEVEN**

## **RATIFICATION**

Once ratified, this Constitution will supersede all previous Constitutions of student governments of West Windsor-Plainsboro High School North. The ratification of a three-fifths majority of the voting student body shall be sufficient for the establishment of this Constitution.

### **West Windsor-Plainsboro High School North Student Council Attendance Policy**

#### **Class Representatives**

##### **Three-Strike Policy**

- If member misses two meetings without an excuse, he/she is given a written warning from the Student Council Executive Board.
- If a member misses more than two meetings without an excuse, he/she is subject to the removal provisions in Article III, Section 3 of the Student Council Constitution.
- Full meetings are excused for:
  - Athletic games, or practices prior to important games such as North vs. South, Homecoming, etc.
  - Competitive extracurricular competition such as an MUN conference, JSA competition, Science Olympiad event, etc.
  - Appointments or any out-of-school commitment deemed excusable by the Student Council advisers
- A member is excused from a meeting 20 minutes after it starts for:
  - Athletic practices
  - Any school run program or club that has a tryout or audition
- Meetings are considered legitimate if the President or an officer filling in calls the meeting by alerting members through at least two different mediums.
- A member must notify an advisor and a member of the E-Board, and remain at 3:00 pm Student Council meetings for 20 minutes and report to 5 pm meetings at exactly 5:00 pm.
- If students fail to present an excuse or a note, they will be considered as absent from the meeting.

##### **Event Quota**

- Every event is mandatory, and if a member is absent without an excuse verified by an Advisor, he/she may face expulsion under Article III, Section 3 of the Student Council Constitution.
- Time quota for each event will be determined by the Executive Board prior to the event and communicated to all Student Council members.
- Any excuse for not attending or fulfilling quota must be deemed appropriate

by the Student Council advisors.

### **Class Officers**

- All members of the Class Council must attend Student Council meetings.

### **Event Quota**

- Class Officers are subject to the same event quota guidelines as Class Representatives.

### **Volunteers**

- Only required to attend full council meetings prior to an Event, or when called upon
- **Three-Strike Policy** extends to class council meetings

### **Executive Board Officers**

#### **Two Strike Policy**

- After missing one meeting, the student conferences with the Advisor.
- After missing two meetings without excuse, the officer is subject to the removal provisions in Article III, Section 1 of the Student Council Constitution.
- The Board member may be excused if an Advisor deems the excuse viable or if it falls under the excuses as set out for Class Representatives.
- Even if excused, the Officer must obtain an agenda in order to not be considered as missing the previous meeting.

### **Executive Board Meetings**

- These meetings are mandatory for each member.
- An officer may be excused if the excuse is deemed viable by the Advisor.
- Even if excused, the Officer must still obtain an agenda in order to not be considered as missing the last meeting.

### **Events**

- Executive Board members are required to attend events and serve supervisory roles.
- If a member is absent without a valid excuse verified by an Advisor, he/she may be removed under Article III, Section 1 of the Student Council Constitution.

# **WEST WINDSOR-PLAINSBORO HIGH SCHOOL NORTH: CLUB CONSTITUTION**

## **Section I- Application**

1. Any prospective club may submit a New Club Application at any time of the year.
2. Applications will then be reviewed and approved by the Student Council Club Committee before moving to the full council for a vote (bi-annually)
3. The full council will then watch a presentation of the proposed club, by its officers, and then will vote on its approval.
  - a) Simple majority of full council will result in club approval
  - b) See the club application form for more details on requirements
4. After a club is approved, it will be put on a “probationary period” of one year, under the supervision of the club committee.

Probationary Period Requirements:

  - a) Meets regularly at prescribed times
  - b) Regular Attendance of at least 10 members
  - c) Meetings are organized and achieve approved club goals
5. For every club meeting, club officers must record the names of all members who have attended that meeting. They should then submit the list of attending members to the Club Committee (via email), along with a brief summary of how the meeting furthered the club’s goals.
6. After the conclusion of the probationary period, the club committee will review the club’s performance and decide between upgrading the club to “Established” status, or club termination.

## **Section II- Established Clubs**

1. Any established club must meet regularly at assigned dates/times (Either bi-monthly, weekly, or bi-weekly.)
2. A club must make active progress towards the fulfillment of their purpose and goals (as approved by Student Council)
3. Clubs must remain organized and efficient, with a structured officer board or leadership system.
4. For every club meeting, club officers must record the names of all members who have attended that meeting. They should then submit the list of attending members to the Club Committee (via email), along with a brief summary of how the meeting furthered the club’s goals. (Clubs with official, paid Teacher-advisors are exempt from this clause.)
5. Established clubs must have a regular attendance of at least 15 members. Exceptions to this rule can be requested and will be granted at the discretion of the Club Committee.
6. All charitable clubs must keep detailed financial records of their earnings and donations, and submit these records regularly to the Club Committee.

### **Section III- Review/Termination**

1. Failure to comply with any of the Club Regulations as prescribed by this Constitution, Student Handbook, and Club Handbook are grounds for an official Club Committee review and investigation of the club in question.
2. Following the Club Committee review and investigation, club officers will be given a chance to explain their actions.
3. Following all proceedings, the Club Committee will vote on either issuing a warning to, or terminating said club.
  - a) Termination is valid through a simple majority vote by the club committee.

### **Section IV- Student Council Club Committee**

1. Club Committee shall be composed of the following members:
  - a) Committee Chair
  - b) Freshman Class Council Member
  - c) Sophomore Class Council Member
  - d) Junior Class Council Member
  - e) Senior Class Council Member
2. Club Committee shall be nominated by the Student Council Executive Board, and confirmed by the Full Council.
3. Members shall serve a one-year term. (No term limits.)

### **Section V- Ratification and Amendments**

1. This Constitution shall be ratified by a simple majority vote of all valid clubs (each club is granted one vote), and the Full Student Council. HSN Administration approval is also required.
2. Amendments can be submitted to the Club Committee, and if deemed appropriate, will be voted on by all valid clubs, and the Full Student Council.
  - a) Simple majority of valid clubs and student council members is necessary for passage of amendment, along with administration approval.