

**STUDENT COUNCIL CONSTITUTION  
NORTHWOOD HIGH SCHOOL  
2101 North Main Street  
Nappanee, IN 46550**

**PREAMBLE TO THE CONSTITUTION**

We, the Students of NorthWood High School, in order to foster school loyalty and pride; to establish high ideals of citizenship; to promote the wholesome relationship between faculty and student body; and to give students the opportunity to make recommendations pertaining to the total school program, do ordain and establish this constitution for the Student Council of NorthWood High School.

**ARTICLE I  
NAME OF THE ORGANIZATION**

**Section 1. Name**

The name of this organization shall be the Student Council of NorthWood High School.

**Section 2. Accreditation**

1. The Student Council of NorthWood High School shall be an accredited member of the Indiana Association of Student Council.
2. The Student Council of NorthWood High School shall be an accredited member of the National Association of Student Councils.

**ARTICLE II  
PURPOSES OF THE ORGANIZATION**

**Section 1. Individual**

The purpose of this organization shall be to:

1. Develop attitudes of, and participate in, good citizenship;
2. Promote harmonious relations throughout the school;
3. Improve school morale;
4. Assist in the management of the school;
5. Provide a forum for student expression;
6. Provide orderly direction of school activities; and
7. Promote the general welfare of the school.

**Section 2. Group**

The primary purpose of the organization shall be to serve as a student advisory group to the school administration and faculty on important issues concerning any part of the student body, its organization, or its functions.

**Section 3. Activities**

The organization shall be responsible for planning and conducting the following:

1. Homecoming (annually)
2. Sweetheart (annually)
3. Semi-Formal Dance (annually)
4. Assembly Programs
5. Christmas decorations as well as other decorations if deemed necessary.

**ARTICLE III  
POWER AND AUTHORITY**

**Section 1. Power**

All powers of The Student Council of NorthWood High School are delegated to it by the school administration. The school administration has the right to veto any act of the organization or to revoke any of the powers help by the organization. If the veto is given, the school administration will meet with the council in open discussion and justifiable reason for the veto will be given.

**ARTICLE IV  
ORGANIZATION AND MEMBERSHIP**

**Section 1. Representation**

1. The Student Council of NorthWood High School shall consist of ten students from each high school class.
2. Other members may be appointed as Honorary Members under the provisions of the Amendment II of this constitution.

**Section 2. Qualifications**

1. Any student in good standing and enrolled at NorthWood High School for the entire day is eligible for election to the Student Council of NorthWood High School.
2. Must have and maintain a cumulative GPA of 2.5.
3. Junior students interested in running for their senior year must have been on the ballot for one of the three previous years, to have their name placed on the ballot.
  - a. They do not need to have been elected, but must have shown enough interest in previous years to have their name placed on the ballot.

**Section 3. Nomination and Election**

The following procedure will be followed in electing the Student Council Members of NorthWood High School:

1. Any eligible student may run for Student Council membership by submitting his/her name and application materials to the main office. Completed application materials include:
  - a. A signed form stating that they understand the obligations and requirements of the membership.
  - b. An application regarding the characteristics that would make them a good student council member and addressing specific student council situations.
  - c. Three evaluations completed by current NorthWood High School teachers regarding student's leadership, work ethic, and cooperation.
    - i. Students must receive a total score of at least 60 (out of 75) on teacher evaluations to have their name placed on the ballot.
2. From the list of submitted names, a ballot will be developed. Each student will vote for ten class representatives on the ballot. The ballots will be counted by the Student Council Advisor(s). Those students with the highest percentage of votes and teacher evaluation scores will be named to the Student Council of NorthWood High School.
3. There shall be ten representatives elected from NorthWood Middle School for the incoming freshman each year.
4. The election process will be conducted in the spring before the year that the Student Council members will serve.

**Section 4. Term of Service and Attendance Requirements**

1. The term of members of the Student Council of NorthWood High School will consist of two semesters. The first semester will last from the time elected until the end of October. The second semester will begin on the 1<sup>st</sup> of November and last until the inauguration of new members.

2. Members will be required to attend and arrive promptly to all meetings and scheduled activities unless excused by the Code of Conduct Council or one of the Student Council Advisors prior to the scheduled meeting by filling out an Absence Request Form.
  - a. Forms may also be accepted after a scheduled meeting when a member is absent from school or subject to emergency circumstances.
3. If the student misses more than three meetings and/or scheduled activities during either semesters of the tenure, and the absences are unexcused, that student will be removed from the Student Council of NorthWood High School.
4. Two unexcused tardies will be considered the equivalent of one unexcused absence.
  - a. Tardies may also be excused by means of Absence Request Form and are subject to the same requirements as excused absences.

### **Section 5. Code of Conduct**

1. A Student Council Code of Conduct will be followed:
  - a. The use of alcoholic beverages, tobacco products, steroids, illegal narcotics, acts of vandalism, violence, theft, or academic cheating during the school year will result in loss of all recognition and will not be allowed to participate in Student Council during the remainder of their high school career.
2. Code of Conduct Council
  - a. Each year a council will be established to make decisions regarding those involved in activities that are not in accordance with the Code of Conduct.
  - b. If there is any question as to whether a student was involved in an inappropriate activity, it will be the job of the Code of Conduct Council to determine the disciplinary action taken.
  - c. The Code of Conduct Council will consist of the Student Council Vice-President, the Vice President from each class, one member appointed by the Student Council Advisors, the Student Council Advisors, and possibly a NorthWood High School administrator to be chosen by the Advisors.
  - d. This Council will have six student members, and must make all decisions by majority vote. The appointed member of this Council will be chosen as soon as possible after the Student Council is elected.
  - e. The Code of Conduct Council should schedule to meet at least 1 every month or whenever necessary.

### **Section 6. Replacement of Representative**

1. In order to replace a council member, it will be the responsibility of the Advisors to maintain records from the previous election and name the replacement if appropriate. Should this happen, the student receiving the next highest vote total in the spring election shall be offered membership.
2. Should a member resign or be removed from office, he/she will not be replaced during the term of office unless the number of members serving a class falls below ten.

## **ARTICLE V OFFICERS AND COMMITTEES**

### **Section 1. Officers**

The officers of this organization shall consist of a President, a Vice President, a Secretary, and a Treasurer.

### **Section 2. Election of Officers**

The following policies will be in effect in electing the officers of The Student Council of NorthWood High School:

1. The President
  - a. Must be a Senior Representative;
  - b. May not be a Senior Class Officer;

- c. Must have been a previous member of Student Council for at least 1 year of his/her high school career.
- 2. The Vice-President
  - a. Must be a Junior or Senior class representative
  - b. May not be a Junior or Senior Class Officer
- 3. The Secretary
  - a. Must be a Sophomore, Junior, or Senior class representative
  - b. May not be a Sophomore, Junior, or Senior Class Officer
- 4. Treasurer
  - a. Must be a Sophomore, Junior, or Senior class representative
  - b. May not be a Sophomore, Junior, or Senior Class Officer
- 5. The representatives who are willing to serve as the council officers may declare themselves as candidates or be nominated by the Council, but they must accept the nomination before the election. These members will also have the opportunity to speak to the Council before the final election takes place.
- 6. Council officers will be elected in the spring and all voting by the members of the Student Council of NorthWood High School will be by secret ballot.
- 7. Class Officers (consisting of President, Vice President, and Secretary/Treasurer) will be elected after the Student Council Representative election and the election of Student Council Officers takes place.
  - a. Their election procedures will be the same as those given for Student Council members.
  - b. Class officers will be selected from the representatives who are not a Student Council Officer by the student body.
    - i. Elections will be done by secret ballot
    - ii. Sophomore, Junior, and Senior Class Officers will be elected by the student body in their respected class.
    - iii. The freshman officers (President, Vice President, and Secretary/Treasurer) will be elected from the freshman representatives by the ten freshman representatives prior to the start of the school year.

### **Section 3. Standing Committees**

- 1. The Standing Committees of The Student Council of NorthWood High School shall be as follows:
  - a. Homecoming Activities Committee
    - i. The President of The Student Council of NorthWood High School shall be the chair of the Homecoming Activities Committee.
    - ii. The President of The Student Council of NorthWood High School will select a representative or officer to be a co-chair.
  - b. Semi-Formal Dance Committee
    - i. The President of The Student Council of NorthWood High School will select two representatives or officers to serve as co-chairs.
  - c. Sweetheart Activities Committee
    - i. The President of The Student Council of NorthWood High School will select two representatives or officers to serve as co-chairs.
  - d. Fundraising Committee
    - i. The President of The Student Council of NorthWood High School will select two representatives or officers to serve as co-chairs.
  - e. Outreach/Philanthropy Committee
    - i. The President of The Student Council of NorthWood High School will select two representatives or officers to serve as co-chairs.
  - f. Print and Media Committee
    - i. The President of The Student Council of NorthWood High School will select two representatives or officers to serve as co-chairs.
- 2. Standing Committee Chairs and Responsibilities

- a. Selection Process
  - i. Selection process of all Standing Committee Chairs will take place in a council meeting at the beginning of the year.
  - ii. Any recognized voting member of The Student Council of NorthWood High School has ability to be selected to chair or co-chair a standing committee.
  - iii. Interested members must fill out a “Level of Interest” sheet and submit it to the President.
  - iv. The President will select two chairs per standing committee.
  - v. Standing Committee Chairs may hold the position of chair on one standing committee per term.
- b. Responsibilities of Standing Committee Chairs
  - i. Create sub-committees and delegate sub-committee leaders.
  - ii. Oversee that every member of the council has a roll and responsibility. Delegate responsibility as needed.
  - iii. Keep records of progress throughout all stages of planning and update the council on progress.

#### **Section 4. Special Committees**

Special committees will be appointed as necessary.

## **ARTICLE VI DUTIES OF OFFICERS AND MEMBERS**

### **Section 1. Duties of Representatives**

Duties of the class representatives shall be to:

1. Attend all meetings of The Student Council of NorthWood High School
2. Attend meetings of committees of which they are members
3. Give Student Council reports to their classes and/or report on activities of The Student Council as necessary.
4. Bring to The Council the suggestions of the members of their class for consideration.
5. Act as a governing body over their class meetings if class officers are not present.

### **Section 2. Duties of the Student Council President**

Duties of the Student Council President shall be to:

1. Preside over the meetings of The Student Council
2. Appoint chairs and monitor the progress of all Committees.
3. Know and execute correct parliamentary procedure.
4. Vote on any matter in which the Council is equally divided.
5. Meet with the Advisor one day prior to meetings of the Student Council to establish the agenda

### **Section 3. Duties of the Student Council Vice President**

Duties of the Student Council Vice President shall be to:

1. Perform the duties of the President during any absence of the President.
2. Keep attendance records for meetings of the Student Council
3. Serve as the Chairperson of the Code of Conduct Council

### **Section 4. Duties of the Student Council Secretary**

Duties of the Student Council Secretary shall be to:

1. Take minutes of all official meetings of The Student Council.
2. Keep a written record of all proceeding of the Council.
3. Give each member of the Council a written copy of the minutes of all meetings.
4. Write correspondence for The Student Council.

## **Section 5. Duties of the Treasurer**

Duties of the Student Council Treasurer shall be to:

1. Work with the advisors in maintaining records of all receipts and expenditures of The Student Council.
2. Make monthly financial reports for the Student Council at the last meeting of each month
3. Make a financial report at the end of the school year of all business transactions during the school year.
4. Serve as Chairperson of the Fundraising Committee

## **ARTICLE VII MEETINGS**

### **Section 1. Meetings**

The Student Council of NorthWood High School shall meet at least twice monthly during the school year. Scheduled meetings will take place before school, during homeroom, or after school.

### **Section 2. Special Meetings**

Special meetings may be called as necessary by the President of Student Council or Student Council Advisors.

## **ARTICLE VIII ADVISORS**

### **Section 1. Appointment**

1. The principal of NorthWood High School shall appoint member(s) of the school staff to serve as sponsors of the Student Council.
2. The term of office of the advisors is left to the discretion of the principal and the advisors.

### **Section 2. Responsibilities**

The responsibilities of the Student Council Advisors shall be to:

1. Attend all functions of the Student Council
2. Develop monthly schedules of Student Council meetings and events
3. Supervise the organization and guide and direct decisions made by the Student Council
4. Make executive decisions when he/she believes it is in the best interest of the Student Council

## **ARTICLE IX THE REMOVAL OF THE COUNCIL**

### **Section 1. Removal of Council**

The Council will continue to operate until it is decided it is unnecessary for the Council to be active in student body government by a two-thirds majority of the Student Body and Faculty.

### **Section 2. Reinstatement of Council**

If the Council is removed, reinstatement may come the following year upon approval through the administration, faculty and student body.

## **ARTICLE X ADOPTION AND AMENDMENT**

### **Section 1. Ratification**

This constitution shall be ratified by a two-thirds majority vote of the Student Council.

### **Section 2. Amendment Process**

1. Amendments to the constitution may be proposed by any member of the Student Council, faculty, or administration and ratified by a two-thirds vote of the Council.
2. Proposed amendments must be read to the Council at one regular meeting and be voted on by the Council at the following meeting.
3. The administrators of NorthWood High School have the right to veto any amendment ratified by The Council if they believe it to be in the best interest of The Council and the school.
  - a. If the veto is given, the school administration will meet with the council in open discussion and justifiable reason for the veto will be given.

Revised 2013-2014  
Ratified May 7, 2014  
For the coming school years  
Until otherwise determined by the Student  
Council of NorthWood High School

**AMENDMENT I**  
**ADMINISTRATIVE RELATIONS COMMITTEE**

**Section 1. Selection**

The Student Council of NorthWood High School shall have a standing Administrative Relations Committee. The committee will select its chairperson from the Junior and Senior class committee members.

**Section 2. Members**

1. The Student Council Officers shall be *ex officio* members of the Administrative Relations Committee.
2. All other members will be appointed by the Student Council President.
3. The committee shall consist of members from every class, but not exceed 10 members.

**Section 3. Responsibility**

It shall be the responsibility of the Administrative Relations Committee to present suggestions to the administration and to have a representative of the Student Council in attendance of every school board meeting.

**Ratified September 23, 2008**



## **AMENDMENT II HONORARY MEMBERSHIP**

### **Section 1. Definition**

1. Any student depending on circumstance and the following guidelines may become an Honorary Member one time during their high school career.
2. If selected to be an Honorary Member, they will not have voting rights until after the first semester.
3. After the completion of the first semester, advisors and officers will evaluate the progress of all honorary members to determine if regular membership should be attained for the second semester.
4. A 2/3 vote by the Student Council is then required for each Honorary Member seeking to become a full member in the second semester.

### **Section 2. Incumbent**

1. Any member of the council for the previous year that was in good standing at the end of the year and was not voted to return to the Student Council may, under guidelines 1-7 of Section 70, become an Honorary Member one time during their high school career.
2. They are approved for honorary membership by 2/3 vote of the council.

### **Section 3. Candidate**

1. Any student of NorthWood High School who is not a previous member of this council and was a candidate in the last election may, under guidelines 1-7 of Section 7, become an Honorary Member one time during their high school career.
2. They are approved for honorary membership by 2/3 vote of the council.

### **Section 4. Transfer**

1. A student that transfers into NorthWood High School after elections have been held and who has been elected to the Student Council of his/her sending school and who meets all of the membership qualifications may, under guidelines 1-7 of Section 7, become an Honorary Member of the Student Council of NorthWood High School.
2. They are approved for honorary membership by 2/3 vote of the council.

### **Section 5. Foreign Exchange Student**

1. Any foreign exchange student may participate as an Honorary Member of this council if they meet guidelines 1-7 of Section 7 and the following:
  - a. They are sponsored by a current member of the council
  - b. They are approved for honorary membership by 2/3 vote of the council.

### **Section 6. Senior**

1. Any senior who did not previously show interest in running for student council during their Freshman through Junior years. Must meet all membership qualifications under Section 7 of this amendment.
2. They are approved for honorary membership by 2/3 vote of the council.

### **Section 7. Guidelines**

Each candidate for honorary membership must:

1. Submit a written application to the council within one week of the posting of election results.
2. Freshmen must have been a member in good standing on their middle school council.
3. Sophomores, Juniors, and Seniors must have abided by the standards of the Council during the previous year at NorthWood High School.
4. Attend a leadership training session.
5. Attend all regularly scheduled meetings until regular membership status is attained.
6. Attend NorthWood Student Council functions and activities.
7. Serve on at least one committee.

**Ratified May 7, 2014**

**AMENDMENT III**  
**DUTIES OF CLASS OFFICERS**

**Section 1. Duties of Class Officers**

1. Senior Class Officers
  - a. If elected, it is a lifetime position. Responsibilities go beyond time spent as a student at NorthWood High School.
  - b. Responsible for communicating with the senior class about Student Council Activities.
  - c. Lead and participate in all meetings regarding the senior class.
  - d. Class Vice President will report daily attendance of class representatives to the council.
  - e. Must serve on the committees or councils that has been previously stated in the Constitution.
  - f. Responsible for leading and organizing the following for the senior class:
    - i. Hallway Decorating
    - ii. Teams for Homecoming and Sweetheart events
  - g. After graduation from NorthWood High School, Officers are responsible for planning, organizing, and executing Alumni Class Reunions every five to ten years.
2. Junior Class Officers
  - a. Responsible for communicating with the junior class about Student Council Activities.
  - b. Lead and participate in all meetings regarding the junior class.
  - c. Class Vice President will report daily attendance of class representatives to the council.
  - d. Must serve on the committees or councils that has been previously stated in the Constitution.
  - e. Responsible for leading and organizing the following for the junior class:
    - i. Hallway Decorating
    - ii. Teams for Homecoming and Sweetheart events
3. Sophomore Class Officers
  - a. Responsible for communicating with the sophomore class about Student Council Activities.
  - b. Lead and participate in all meetings regarding the sophomore class.
  - c. Class Vice President will report daily attendance of class representatives to the council.
  - d. Must serve on the committees or councils that has been previously stated in the Constitution.
  - e. Responsible for leading and organizing the following for the sophomore class:
    - i. Hallway Decorating
    - ii. Teams for Homecoming and Sweetheart events
4. Freshman Class Officers
  - a. Responsible for communicating with the freshman class about Student Council Activities.
  - b. Lead and participate in all meetings regarding the freshman class.
  - c. Class Vice President will report daily attendance of class representatives to the council.
  - d. Must serve on the committees or councils that has been previously stated in the Constitution.
  - e. Responsible for leading and organizing the following for the freshman class:
    - i. Hallway Decorating
    - ii. Teams for Homecoming and Sweetheart events

**Ratified May 7, 2014**

## **AMENDMENT IV**

### **QUALITY POINT SYSTEM**

#### **Section 1. Purpose**

The purpose of the Quality Points System is to track the progress of the NorthWood High School representatives. As representatives, there is a responsibility to attend all functions that the Student Council of NorthWood High School has planned and organized.

#### **Section 2. Distribution of Points**

Quality Points will be awarded for any of the following:

1. Attending all scheduled student council meetings (1 point each);
2. Attending and Participating in student council activities;
  - a. Freshman Orientation (1)
  - b. Teacher Breakfast (1-3)
  - c. Homecoming Week (15)
  - d. Food Drive Collection (1-7)
  - e. Christmas Hallway Decorating (1-2)
  - f. Semi-Formal (1-2)
  - g. Sweetheart Week (13)
  - h. Road Clean-Up and Recognition Dinner (3)
  - i. Teacher Appreciation Week (1)
3. Extra Points can be distributed for the following;
  - a. IASC Events (5)
  - b. Community Services (1 point per 1 hour)
  - c. Project Share Presentation (1)
  - d. Leadership Workshop Presentation (3)
  - e. Anything else the advisor(s) and president note to be worthy of points

#### **Section 3. Penalties and Reimbursement**

1. Excused absences through the process of completing an Absent Request Form and with the approval of the Code of Conduct Council will not count as points nor will points be deducted.
2. Unexcused absences that result in not completing an Absent Request Form and/or through the denial of the Code of Conduct Council will result in a reduction of the points possible for the scheduled meeting, activity, or event.
3. Student Council members should always have a point value no more than 5 less than what is possible at any given time.
  - a. Honorary Members cannot be any more than 3 less than what is possible at any given time.
4. If points are not earned or they are deducted, the points need to be made up and submitted to the Code of Conduct Council by;
  - a. Second meeting of October in the First Semester
  - b. Third meeting of March in the Second Semester

#### **Section 4. Record Keeping**

1. Quality points will be kept by the Student Council Secretary and Advisors.