

# **WRITING AND REVISING YOUR STUDENT COUNCIL CONSTITUTION**

**Presented by  
Neptune High School Student Council**

# WORKSHOP HANDOUTS

- Student Council Constitution Information
- Meeting Agendas and Notes
- Revision Suggestions
- Revision Vote Ballot
- Student Council Constitution with Revisions
- Student Council Constitution Receipt Letter
- Student Council Constitution Receipt

# HOW TO WRITE OR REVISE YOUR STUDENT COUNCIL CONSTITUTION

Writing or revising your Student Council Constitution can be a difficult task but it is beneficial to the Council.

The first step is to decide what is important to you as a Council. What “rules” and “regulations” do you want to be important and why.

Then, you need to think about what you want to include in the Constitution.

Next, decide who will be involved in the writing of the Constitution, who gets finally say in the document, and who needs to approve the Constitution.

## **So how do you get started???????**

At Neptune, every other year the Constitution is eligible for revision. It doesn't mean that it needs to be revised, just that it can be revised. In opposite years, an amendment or slight change can be made to the Constitution.

- A committee is formed to review the Constitution and prepare suggested revisions. In addition, any member may offer a suggestion for revision.
- This information is written up and given to all members for review prior to the Revision Meeting.
- At the Revision Meeting whatever revisions have previously suggested are on the agenda and then are discussed and debated. No new suggestions may be made at the meeting.
- If there are different ideas on the same “topic” a compromise can be suggested.
  - For example, if it was suggested to raise the number of points that must be earned to 200 and another member suggested 175 the members at the meeting can decide on a number in between **or** choose between one on the suggested ideas. If you do not attend the meeting you have no say in the discussion on the proposed changes.
- The proposed revisions are then voted on by all members. There is a voting period.
- Seniors may make suggestions but they are not allowed to vote on the revisions since they will not be affected by them.

# **STUDENT COUNCIL CONSTITUTION REVISION MEETING AGENDA**

## **New Business**

- What revisions/amendments should be made?
- How should the information be distributed to the non committee members?
- Voting Ideas
  - How?
  - Requirements to vote?
  - Meeting to review the revisions?
  - Meeting to vote?
  - See Miss Crelin to vote?
- Other Ideas and Suggestions

**Next Meeting-TBD**

# STUDENT COUNCIL CONSTITUTION REVISION MEETING AGENDA NOTES

## New Business

- What revisions/amendments should be made?
  - *There should be a checkpoint on points at the end of Semester 1- you have to have 100 points at that time or be placed on probation*
  - *You need to be an active member of one standing committee (attend 80% of the meetings)*
  - *You need to be an active member of four additional committees (attend 80% of the meetings)*
  - *There will be “demerits” if you do not follow through on a commitment and do not provide notice- one demerit each time- 6 demerits = a loss of 15 or 20 points- TBD*
  - *Mandatory that you assist with two lunch sales/events*
  - *To run for office you must be nominated by two members*
  - *To make a nomination you must meet eligibility requirements*
  - *All nominees must write an essay (length TBD) on why he/she wants to run*
  - *Only SC Members will vote for the Executive Board*
  - *Raise the number of required fundraisers to three*
  - *Raise the point requirement to 175*
  
- How should the information be distributed to the non committee members?
  
- Voting Ideas
  - How?
    - *Vote by ballot*
  - Requirements to vote?
    - *You need to be an active member*
    - *Seniors may not vote but can be involved in the discussion*
  - Meeting to review the revisions?
    - *Yes*
  - Meeting to vote?
    - *Yes- this will ensure that people vote*
  - See Miss Crelin to vote?
    - *See above*
  
- Other Ideas and Suggestions

**Next Meeting-** *February 4th*

# STUDENT COUNCIL CONSTITUTION REVISION MEETING AGENDA

## Old Business

- What revisions/amendments should be made?
  - Review listed items
    - There should be a checkpoint on points at the end of Semester 1- you have to have 100 points at that time or be placed on probation
    - You need to be an active member of one standing committee (attend 80% of the meetings)
    - You need to be an active member of four additional committees (attend 80% of the meetings)
    - There will be “demerits” if you do not follow through on a commitment and do not provide notice- one demerit each time- 6 demerits = a loss of 15 or 20 points- TBD
    - Mandatory that you assist with two lunch sales/events
    - To run for office you must be nominated by two members
    - To make a nomination you must meet eligibility requirements
    - All nominees must write an essay (length TBD) on why he/she wants to run
    - Only SC Members will vote for the Executive Board
    - Raise the number of required fundraisers to three
    - Raise the point requirement to 175
- Voting Ideas
  - How?
    - Vote by ballot
  - Requirements to vote?
    - You need to be an active member
    - Seniors may not vote but can be involved in the discussion
  - Meeting to review the revisions?
    - Yes
  - Meeting to vote?
    - Yes- this will ensure that people vote
  - See Miss Crelin to vote?
    - See above

## New Business

- What additional revisions/amendments should be made?
- How should the information be distributed to the non committee members?
- Other Ideas and Suggestions

Next Meeting- TBD

# STUDENT COUNCIL CONSTITUTION REVISION

## MEETING AGENDA NOTES

### Old Business

- What revisions/amendments should be made?
  - Review listed items
    - There should be a checkpoint on points at the end of Semester 1- you have to have 100 points at that time or be placed on probation
    - You need to be an active member of one standing committee (attend 80% of the meetings)
    - You need to be an active member of four additional committees (attend 80% of the meetings)
    - There will be “demerits” if you do not follow through on a commitment and do not provide notice- one demerit each time- 6 demerits = a loss of 15 or 20 points- TBD- *15 points*
    - Mandatory that you assist with two lunch sales/events
    - To run for office you must be nominated by two members
    - To make a nomination you must meet eligibility requirements
    - All nominees must write an essay (length TBD) on why he/she wants to run- *125 words*
    - Only SC Members will vote for the Executive Board
    - Raise the number of required fundraisers to three
    - Raise the point requirement to 175
    - *New additions will be put on a form and emailed separately*
  - Voting Ideas
    - How?
      - Vote by ballot
    - Requirements to vote?
      - You need to be an active member
      - Seniors may not vote but can be involved in the discussion
    - Meeting to review the revisions?
      - *Yes- a meeting, with Mr. Allen’s permission, will be scheduled for Block 4 at 1:15; the revisions will be presented and then the vote will take place*
      - *You can vote at that time or see Miss Crelin to vote*

### New Business

- What additional revisions/amendments should be made?
- How should the information be distributed to the non committee members?
- Other Ideas and Suggestions

**Next Meeting-** *February 10<sup>th</sup>*

**Student Council Constitution Revision Suggestions- Removals are italicized and additions are in bold.**

**Article II. The Student Council shall be separated into a Legislative Branch and an Executive Branch.**

**Section I. The Legislative Branch**

- A. Legislative members will have one *planning* (**remove**) vote.

**Article III. Qualifications of Members of the Legislative Branch of the Student Council.**

**Section I. The method of election in order to run for and then maintain membership in the Legislative Branch.**

- D. Must earn the required number of points, **175** each year in order to remain a member.

- E. The candidate must earn points in the areas of committee involvement by being an

active member on a minimum of **six** committees- **one must be a year-long committee**, community service by taking part in a minimum of **ten** community service functions, and take part in **three** fundraisers. **Being an active member of a committee is attending 80% of the meetings and taking an active role in the meeting.** Taking part in a fundraiser is defined as selling and raising money for the Student Council.

- E. Members must contribute to or help at two bake sales during the year.**

- A. *If less than 100 points were earned at the time the stoppage of point tallying for the current year occurs than the student is removed from Student Council and may run again during the next election time. **Remove***

*If a member on removal status earns points before the end of the probationary point make up time frame those points will be added to the member's total points should the member retain the position on the Student Council. **Remove***

- F. Student Council members must earn points consistently throughout the year. This is determined as points must be earned each month. This entails one general meeting. Students must attend both in school and after school general Student Meetings. This is defined as attending half of the designated meeting be it in school or after school. Students must also attend committee meetings.**

- A. *If the member has earned more than 100 points and up to one point less than the required number of points at the time the stoppage of point tallying for the current year occurs the member will be placed on probation. The missing points must be made up by the Executive Board elections. If more time is needed to make up the points it will be given. This will be determined by the Student Activities Director and the Executive Board.- **Remove***

- B. If the points are not **met** he/she is removed from Student Council and may run again at the next election time.

**Section II. The position of a Head Class Representative in the Legislative Branch.**

- A. The head representative **candidates** will be nominated **by the Executive Board** and elected by the members of the particular class.

- B. **A member of the Executive Board may be the Head Class Representative.**



## **Article IV. Qualifications of Members of the Executive Branch of the Student Council.**

### **Section II. The Executive Branch**

- A. Must be nominated by two members of the Student Council. Members must be in good standing to make a nomination.**
  - C. Must write an essay between 125-150 words detailing why he/she wants to run for office.**
  - E. Any member who falsifies the petition to run for a position on the Executive Board and/or campaigns in a negative manner or violates the rules will be disqualified.**
- A. The Executive Officers shall be duly elected by Student Council Members in good standing. Seniors are not eligible to vote.**
  - B. The election of the Executive Officers shall be held in March or April following a week long campaign period.**
  - C. At the conclusion of the term of office, the officer, if not a senior, may run for a position on the Executive Board. The officer may run for the same position or a new position.**

## **Article IV. Qualifications of members of the Executive Branch of the Student Council.**

### **Section I. The method of election in order to run for and then maintain membership in the Executive Branch.**

- A. Must be nominated by two members of the Student Council. Members must be in good standing to make a nomination.**
- C. Must write an essay between 125-150 words detailing why he/she wants to run for office.**
- E. Any member who falsifies the petition to run for a position on the Executive Board and/or campaigns in a negative manner or violates the rules will be disqualified.**

### **Section II. The method of election in order to run for the Office of President.**

- A. The candidate must have two years of active service on the High School Student Council. A year is defined as the time the new point tally count begins for the next academic school year through till the tally count ends to prepare for awards for the current academic year.**
- C. The candidate must have 220 points in order to be eligible to run for the office of president.**
- D. The candidate must have exceeded all the requirements to be a member of the Legislative Branch for the next school year.**

### **Section III. The method of election in order to run for the Office of Vice President.**

- B. The candidate must have two years of active service on the High School Student Council. A year is defined as the time the new point tally count begins for the next academic school year through till the tally count ends to prepare for awards for the current academic year.**
- C. The candidate must have 220 points in order to be eligible to run for the office of vice president.**
- D. The candidate must have exceeded all the requirements to be a member of the Legislative Branch for the next school year.**

**Section IV. The method of election in order to run for the Office of Corresponding Secretary, Recording Secretary, and Treasurer.**

- B. The candidate must have one year of active service on the High School Student Council. **A year is defined as the time the new point tally count begins for the next academic school year through till the tally count ends to prepare for awards for the current academic year.**
- C. The candidate must have **200** points in order to be eligible to run for the office of recording secretary, corresponding secretary, or treasurer.

**Article VI. The process of replacing a Member of the Executive Branch and the filling of the position**

**Section I. Reasons why an Officer may be replaced**

- A. Not fulfilling the duties of the **requirements of Student Council membership**

**Section II. How the Officer will be replaced**

- A. If possible, the runner up for the other offices from the last election replaces that particular office. If that is not possible, the executive board may appoint another representative to the office **or hold an election.**

**Section II. The consequences of not fulfilling an activity obligation**

- A. If a member signs up for an activity and/or community service event and becomes unable to attend the event the member must notify the Student Activities Director beforehand which is determined **as before the event begins.**
- B. If this does not occur the member will receive a **demerit. After six demerits the member will have 15 points deducted from the point total.**

**Section II. Revisions and Amendments to the Constitution**

- A. **Revisions and amendments** to any motion or the constitution as a whole shall be considered and adapted by vote of the Student Council.

## Student Council Constitution Revision Vote

Please circle yes or no for each item.

1. Student Council member must earn 175 points a year to stay on Student Council

**YES**

**NO**

2. Student Council member must be an active member on a minimum of six committees.

**YES**

**NO**

3. One committee must be a year-long committee.

**YES**

**NO**

4. Student Council member must take part in a minimum of ten community service functions.

**YES**

**NO**

5. Student Council member must take part and take part in three fundraisers.

**YES**

**NO**

6. Being an active member of a committee is defined as attending 80% of the meetings and taking an active role in the meeting.

**YES**

**NO**

7. The head representative candidates will be nominated by the Executive Board and elected by the members of the particular class.

**YES**

**NO**

8. A member of the Executive Board may be the Head Class Representative.

**YES**

**NO**

9. **REMOVE-** If less than 100 points were earned at the time the stoppage of point tallying for the current year occurs than the student is removed from Student Council and may run again during the next election time.

**YES**

**NO**

10. **REMOVE-** If the member has earned more than 100 points and up to one point less than the required number of points at the time the stoppage of point tallying for the current year occurs the member will be placed on probation. The missing points must be made up by the Executive Board elections. If more time is needed to make up the points it will be given. This will be determined by the Student Activities Director and the Executive Board.

**YES**

**NO**

11. **ADD-** Those wishing to run for a position on the Executive Board must be nominated by two members of the Student Council. Members must be in good standing to make a nomination.

**YES**

**NO**

12. **ADD-** Those wishing to run for a position on the Executive Board must write an essay between 125-150 words detailing why he/she wants to run for office.

**YES**

**NO**

13. **ADD-** Any member who falsifies the petition to run for a position on the Executive Board and/or campaigns in a negative manner or violates the rules will be disqualified.

**YES**

**NO**

14. **ADD-** All members must contribute to or assist at two bake sales.

**YES**

**NO**

15. **ADD/CHANGE-** The Executive Officers shall be duly elected by Student Council Members only. In order to vote they must be members in good standing.

**YES**

**NO**

16. The candidate must have 220 points in order to be eligible to run for the office of president.

**YES**

**NO**

17. The candidate must have exceeded all the requirements to be a member of the Legislative Branch for the next school year to run for the office of president.

**YES**

**NO**

18. The candidate must have 220 points in order to be eligible to run for the office of vice president.

**YES**

**NO**

19. The candidate must have exceeded all the requirements to be a member of the Legislative Branch for the next school year to run for the office of vice president.

**YES**

**NO**

20. The candidate must have 200 points in order to be eligible to run for the office of recording secretary, corresponding secretary, or treasurer.

**YES**

**NO**

21. Not fulfilling the duties of the requirements of Student Council membership

**YES**

**NO**

22. If a member signs up for an activity and/or community service event and becomes unable to attend the event the member must notify the Student Activities Director beforehand which is determined as before the event begins.

**YES**

**NO**

23. If this does not occur the member will receive a demerit. After six demerits the member will have 15 points deducted from the point total.

**YES**

**NO**

# NEPTUNE HIGH SCHOOL STUDENT COUNCIL CONSTITUTION



## **Article I. Purpose of the Student Council**

- A. To demonstrate the principles of Parliamentary Procedure in Student Government.
- B. To promote scholastic and social well-being of the student.
- C. To promote a better relationship among students, the administration and faculty.
- D. To promote a better understanding among students.
- E. To establish a relationship between the school and the community.
- F. To promote understanding, cooperation, and communication among other schools.
- G. The Student Council has the power to regulate other organizations and activities within the school.

## **Article II. The Student Council shall be separated into a Legislative Branch and an Executive Branch.**

### **Section I. The Legislative Branch**

- B. The Legislative Branch shall consist of 25 representatives per grade.
- C. Members of the freshmen class will be made members in the fall of their incoming year.
- D. A legislative representatives' term of office will last four years, providing all point requirements necessary to retain his/her position are met.
- E. A new representative(s) can join Student Council if the number of representatives in a particular grade is below 25.
- F. Members of a class may join Student Council in the fall and spring during designated joining periods.
- G. A class may have less than 25 members.
- H. If there are more than 25 eligible members for a particular grade the Executive Board and the Student Council advisor will decide if the number of representatives should be increased.
- I. Student Council advisor will decide if the number of representatives should be increased.
- J. The number of representatives per grade does not have to be equal.
- K. Legislative members will have one planning vote.

### **Section II. The Executive Branch**

- D. The Executive Officers shall be duly elected by Student Council members in good standing. Seniors are not eligible to vote.**
- E. The election of the Executive Officers shall be held in March or April following a week long campaign period.**
- F. The term of office will last one year.
- G. At the conclusion of the term of office the officer, if not a senior, may run for a position on the Executive Board. The officer may run for the same position or a new position.

## **Article III. Qualifications of Members of the Legislative Branch of the Student Council.**

### **Section I. The method of election in order to run for and then maintain membership in the Legislative Branch.**

- C. By completing a petition with 50 different signatures from the students of the high school that are in the same grade as the candidate.
- D. Legislative members must be at least a freshman in order to run for membership.
- E. Members must attend at least one meeting a month.
- F. Must earn the required number of points, 175, each year in order to remain a member.**
- G. The candidate must earn points in the areas of committee involvement by being an active member on a minimum of five committees (one of which must be a year long committee), community service by taking part in a minimum of ten community service functions, and take part in three fundraisers. Taking part in a fundraiser is defined as selling and raising money for the Student Council.**
- H. Being an active member of a committee is defined as attending 80% of the meetings and taking an active role on the committee.**
- I. Student Council members must contribute to or assist at two bake sales.**
- J. Student Council members must earn points consistently throughout the year. This is defined as points must be earned each month.**

- K. Student Council members must attend one general meeting a month.**
- L. Student Council members must attend both in school and after school general Council meetings. This**
- M. Attendance at a meeting is defined as attending at least half of the meeting whether it is in school or after school.**

#### **Section II. The position of a Head Class Representative in the Legislative Branch.**

- C. There will be a head class representative candidates will be nominated by the Executive Board and elected by the members of the particular class. A head class representative may be a member of the Executive Board.**
- D. The head representative is responsible for maintaining contact with the representatives of that particular class.
- E. The head representative shall find out why class representatives are not meeting the requirements as needed.
- F. Head representatives are not to be considered a part of the Executive Branch.
- G. Head representatives for a particular class may be appointed by the Executive Board as needed.

#### **Article IV. Qualifications of Members of the Executive Branch of the Student Council.**

##### **Section I. The method of election in order to run for and then maintain membership in the Executive Branch.**

- A. Must be a student and a member in good standing to run for and retain an office of the Executive Branch of the Student Council.
- B. Must maintain an expected level of academic success.
- C. Must uphold the rules and regulations of the school.
- D. Must not exceed excessive absence regulation.
- E. Must write an essay between 125-150 words detailing why he/she wants to run for office.**
- F. Must be nominated by two members of the Student Council. Members must be in good standing to make a nomination.**
- G. Must not be suspended from school for questionable behavior. Any suspendable offense is subject to removal of office. This will occur after a hearing with the Principal, Athletic Director, Student Activities Director, and the Student.
- H. Any member who falsifies the petition to run for a position on the Executive Board and/or campaigns in a negative manner or violates the rules will be disqualified.**
- I. Officers must make themselves available to perform all designated duties and participate in all required activities.

##### **Section II. The Method of Election in order to run for the Office of President.**

- A. The candidate must be a junior in the year of election and a senior in the year that he/she serves as president.
- B. The candidate must have two years of active service on the high school Student Council. A year is defined as the time the new point tally count begins for the next academic school year through till the tally count ends to prepare for awards for the current academic year.
- C. The candidate must have 220 points in order to be eligible to run for the office of president.**
- D. The candidate must have exceeded all the requirements to be a member of the Legislative Branch for the next school year.**
- E. The candidate must have served on more than one committee the year of candidacy.
- F. The candidate must be Student Council debt free.
- G. The candidate must complete a petition with 100 signatures from student in the high school.

##### **Section III. The Method of Election in order to run for the Office of Vice President.**

- A. The Vice President must be at least a sophomore in the year that he/she is elected.
- B. The candidate must have two years of active service on the High School Student Council. A year is defined as the time the new point tally count begins for the next academic school year through till the tally count ends to prepare for awards for the current academic year.
- C. The candidate must have 220 points in order to be eligible to run for the office of vice president.**

- D. **The candidate must have exceeded all the requirements to be a member of the Legislative Branch for the next school year.**
- E. The candidate must complete a petition with 100 signatures from students in the high school.

**Section IV. The Method of Election in order to run for the Office of Corresponding Secretary, Recording Secretary, and Treasurer.**

- A. The Recording Secretary, Corresponding Secretary, and Treasurer must be at least freshman in the year he/she is elected.
- B. The candidate must have one year of active service on the high school Student Council. A year is defined as the time the new point tally count begins for the next academic school year through till the tally count ends to prepare for awards for the current academic year.
- C. **The candidate must have 200 points in order to be eligible to run for the office of recording secretary, corresponding secretary, or treasurer.**
- D. The candidate must have met all the requirements to be a member of the Legislative Branch for the next school year.
- E. The candidate must be Student Council debt free.
- F. The candidate must complete a petition with 100 signatures from student in the high school.

**Article V. The Duties of the Members of the Legislative and Executive Branch**

**Section I. Duties of the Representatives of the Legislative Branch shall be:**

- A. To attend Student Council meetings.
- B. To report to their assigned homerooms all business transacted at Student Council meetings and post a copy of the minutes in the homeroom as needed. Then, return a signed minute verification sheet to show that this has been done.
- C. To encourage student participation by answering and asking questions of their homeroom
- D. To represent the students from their assigned homeroom at meetings as needed.
- E. To express the feelings of the majority of the homeroom at meetings as needed.
- F. To have one vote on behalf of the homeroom as needed.
- G. To have one vote.

**Section II. Duties of Officers of the Executive Branch**

- A. Duties of the President shall be:
  - 1. To call and preside at all Student Council meetings.
  - 2. To announce all business.
  - 3. To decide all question of order.
  - 4. To have the voting power to break a tie.
  - 5. To assist in preparing the agenda
  - 6. To have one vote.
  - 7. To be a spokesperson for Neptune High School.
- B. Duties of the Vice President shall be:
  - 1. To fill the duties of the president when he/she is absent.
  - 2. To have one vote.
  - 3. To be a spokesperson for Neptune High School.
- C. Duties of the Recording Secretary shall be:
  - 1. To keep a record of the proceedings of all meetings.
  - 2. To prepare a copy of the minutes recorded to be presented to the Student Council members and the student body.
  - 3. To have one vote.
  - 4. To distribute to the members point total information.
  - 5. To be a spokesperson for Neptune High School.



- D. Duties of the Corresponding Secretary shall be:
  1. To maintain correspondence with the representatives of the Student Council
  2. To maintain correspondence with all organizations pertaining to the Student Council.
  3. To have one vote.
  4. To be a spokesperson for Neptune High School.
- E. Duties of the Treasurer shall be:
  1. To assist in keeping the financial records of the Student Council.
  2. To notify members of any debts they may have within the Student Council.
  3. To have one vote.
  4. To be a spokesperson for Neptune High School.

**Article VI. The process of replacing a Member of the Executive Branch and the filling of the position**

**Section I. Reasons why an Officer may be replaced**

- B. Disciplinary problems
- C. Moving from the school
- D. Not fulfilling the duties of the office that is held
- E. Not fulfilling the requirements of Student Council membership

**Section II. How the Officer will be replaced**

- B. The Vice President will fill in for the President.
- C. If possible, the runner up for the other offices from the last election replaces that particular office.
- D. If that is not possible, the executive board may appoint another representative to the office **or hold an election**

**Article VII. The process of addressing election issues**

**Section I. If a junior is ineligible to run for the Office of President**

- A. The Student Council advisor in conjunction with the Principal will decide whether to appoint a junior to the position or alter the requirements for that year only.
- B. The current Executive Board may also be asked to have an opinion.

**Section II. If no one is eligible to run for the Office of Vice President**

- A. The Student Council advisor in conjunction with the Principal will decide whether to appoint a representative to the position of vice president or alter the requirements for that year only.
- B. The current executive board may also be asked to have an opinion.

**Section III. If no one eligible to run for the Office of Corresponding Secretary, Recording Secretary, or Treasurer.**

- A. The Student Council advisor in conjunction with the Principal will decide whether to appoint a member to the position or alter the requirements for that year only.
- B. The current Executive Board may also be asked to have an opinion.

**Section IV. If no one wants to run for a position on the Executive Board**

- A. The new Executive Board members will appoint a representative to the open position. The appointee must meet all the requirements of a member who is running for an officer position. The Executive Board members will be given a list of representatives who meet all requirements

- B. If no position is filled the current Executive Board will appoint representatives to the open positions. The appointees must meet all the requirements of a member who is running for an officer position. The Executive Board members will be given a list of representatives who meet all requirements.

### **Section V. The resolution of a tie vote**

- A. If there is a tie vote for any position on the executive board the Student Council members will vote again for that particular office.

### **Article VIII. Activity obligations of Members**

#### **Section I. Point Tallying Procedures**

- A. The tallying of points for the current year will end when the Executive Officer election process begins.
- B. The tallying of points for the remainder of the year and the next year will begin when the Executive Officer election process begins.

#### **Section II. The consequences of not fulfilling an activity obligation**

- C. **If a member signs up for an activity and/or community service event and becomes unable to attend the event the member must notify the Student Activities Director beforehand which is determined as before the event begins.**
- D. **If this does not occur the member will receive a demerit. After six demerits the member will have 15 points deducted from his/her point total.**
- E. If a member frequently signs up for an activity and cancels, with or without notification, and this becomes a frequent occurrence the member could incur a consequence.
- F. The consequence may include
  1. Loss of points that equals that full amount that could have been earned at the event.
  2. Ineligibility to attend Student Council trips.
  3. Ineligibility to run for office.

### **Article IX. Meetings of the Student Council**

#### **Section I. Meetings of the whole Council will be held at least twice monthly as designated by the President and the Advisor**

#### **Section II. Committee meetings will be held as needed.**

### **Article X. Parliamentary Procedure and Amending the Constitution**

#### **Section I. Parliamentary Procedure**

- A. The meetings of the Student Council will be conducted using Robert's Rules of Order.
- B. Modifications to Robert's Rules of Order will be made based upon the needs of the Student Council
- C. Modifications will be addressed and then discussed by the Student Council members in attendance before taking effect.

#### **Section II. Amendments to the Constitution**

- B. Revisions and amendments to any motion or the constitution as a whole shall be considered and adapted by vote of the Student Council.
- C. Seniors are ineligible to vote on changes that will be in effect after graduation and/or the new Executive Board takes the Oath of Office.

- D. The advisor has the right to veto a change or institute changes that are in contrast with the voting.
- E. The veto must be approved the Principal and the Athletic Director.
- F. Amendments to any motion or the constitution as a whole shall be approved by the Principal, Athletic Director, and the Student Activities Director.
- G. Constitution revisions will take place every two years.
- H. Amendments can be suggested at any time and voted on after a determination has been made that it is an amendment and not a revision of the constitution.



## *Neptune High School Student Council*

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Name \_\_\_\_\_

HR Teacher \_\_\_\_\_

Attached to this letter is another hard copy of the Neptune High School Student Council Constitution.

Please read through the constitution and return the Receipt of the Constitution form on the back of this letter to Miss Crelin by Wednesday, May 7<sup>th</sup>.

If you have any questions or concerns, see Miss Crelin in room B239.

Sincerely,

Asya Robinson  
Corresponding Secretary

Christina Blue  
Recording Secretary



## *Neptune High School Student Council*

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I have received a copy of the Neptune High School Student Council Constitution. I have read and understand the Neptune High School Student Council Constitution. I accept these requirements and obligations and am aware of the consequences for not fulfilling them.

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Representative's Name (print)

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Representative's Signature