

**LKN Teen Council  
By-Laws  
2015-2016**



**Article 1: Name**

Section 1: LKN Teen Council

**Article 2: Membership participation contract**

Section 1: Potential members must be rising 6<sup>th</sup>-12<sup>th</sup> graders in a Lake Norman area public or private school or home school.

Section 2: Candidates must complete the application process in order to be chosen. The application process is as follows:

A. Applicants are able to apply September - May to LKN Teen Council. To be eligible for the upcoming school year an applicant must turn in their application. Acceptance/Denial Notification will occur shortly after the application is submitted.

B. The application (contract) will include a personal statement section and a letter of recommendation which will be handled by the Executive Board and Advisors.

C. Prospective applicants are encouraged to attend a Teen Council function prior to applying.

Section 3: Membership privileges will continue for members in good standing upon completion of the re-application form prior to the next year. Prior performance and attendance will be used as criteria for the inclusion of the current member in the following year's council.

Section 4: Members in good standing shall have the right to vote on issues and elections, the right to propose, plan and implement any council endeavor.

Section 5: Any member charged with a misdemeanor shall be placed on auxiliary status. If convicted of the misdemeanor this member shall be removed from the council; if not convicted of the misdemeanor, full membership will be restored. Any member charged or convicted of a felony shall immediately be removed from the council.

Section 5a: Any member who is expelled from any school will be removed from the teen council immediately. Teen Council members who are suspended from any school will need to inform the Teen Council advisors immediately. A hearing before the Teen Council Advisors and chairman will be held and the Teen Council member may be removed from the Teen Council or placed on probation per the discretion of the Teen Council advisors. A hearing with the council's executive board members will also be held for Homeschoolers that are reported as having disciplinary issues from their immediate supervisor.

Section 5b: At any Teen Council fundraising, or community service event, it is mandatory for each member to wear a LKN Teen Council shirt. Any member, who does not do so, will be penalized per discretion of the Teen Council Advisors.

1. Warning
2. Suspension of activity points.
3. Suspended from the next teen outing.

Section 6: If a member decides that he/she cannot fulfill the requirements for full membership but would still like to be a part of the council, he/she may opt for auxiliary membership. To become an auxiliary member, the member must put it in writing and deliver it to an advisor.

- A. Auxiliary members cannot vote or attend state conferences. However, they may attend general meetings and participate in all community service, fundraiser and social events. Auxiliary members must accumulate 40 points per semester to maintain their status as an auxiliary member.
- B. Auxiliary members must serve as such for the entire school year.
- C. Auxiliary members may only serve as such for one (1) year. They must serve as regular members if they participate in the years following the auxiliary membership in Teen Council, or must leave the council entirely. If a member is removed from the council they will be notified by letter.

### **Article 3: Attendance**

Section 1a: Members must accumulate a minimum of 60 points per semester to remain active members. Points are given as follows:

Regular Meeting	4 points
Community Service	3 points
Fundraiser	3 points
Project Coordinator	+1 point per hour
Ideas/Implement	5 points
Committee Meeting	2 points
Social	2 points
Executive Board Meeting	1 point
Committee Chairs	1 point
Bringing in a potential member	1 point
Town Board Meetings	10 points
State Youth Council Conference	20 points

Section 1b: Members are allowed no more than two (2) unexcused absences from general meetings per semester and must be present at all mandatory events. Participation is expected to be 100% for all members.

Section 1c: If a community service event necessitates the creation of shifts, members may complete an additional shift for another 20 points. The completion of any more shifts after that, however, are done at the member's own will.

\*Extra points may be given for volunteering for more shifts. The Advisor will have the final vote.

- Section 1d: If a council member signs up for an event, but fails to attend, he/she will be docked the number of points he/she would have earned completing that event. **If the teen activity that he or she fails to attend carries a cost, the council member will owe back to the council monies given to them from the council.**
- Section 1e: A member scheduled to participate in an event must give advisors 48 hours notice with a valid excuse if they are unable to attend.
- Section 2: The year for members will run from August to June. There will be two meetings per month.
- Section 3a: If three consecutive meetings are missed, the member is automatically dropped from the council. (Executive Board Members Only)
- Section 3b: If a member arrives to a meeting fifteen (15) minutes after it has been called to order, they will receive half credit. Members are expected to notify advisors in advance if they know they will be late to a meeting.
- Section 4: Each member is asked to complete two (2) community service project with the council per semester.
- Section 5: Each member is asked to complete two (2) fund-raiser with the council per semester.
- Section 6: Members will receive a discounted amount for teen council recreation trips in accordance to volunteer points.
- Section 7: Executive Board Members must attend one meeting of the Town Boards of Davidson, Cornelius, or Huntersville per year. General Member may attend for extra points.
- Section 8: If a member is going to be absent, they must call or e-mail the President, Vice President or one of the Teen Council Advisors before 5 P.M. the day of the meeting with a valid excuse. Failure to contact an advisor will be an unexcused absence.

Invalid Excuses:

1. Homework
2. Social Events
3. Work
4. Club Sports
5. Religious related organizations and events

Valid Excuses:

1. Illness
2. School Organized Events (school appointed schedule must be previously provided for excused absence)
3. SAT/PSAT
4. Death in the immediate family
5. Family Vacation

Anything not listed here is up to the discretion of the advisor.

- Section 9: If a member is removed from the council they will be notified by a letter and phone call.

**Article 4: Election of Officers (Must have a minimum of 60 points to vote)**

- Section 1: Elections will be held prior to the end of the year to select officers for the following year.
- Section 2: A quorum must be present at meeting (2/3 present) for an election to be valid.
- Section 3: Written ballots will be used in the election.
- Section 4: A speech may be given under a time limit of three (3) minutes on the day of elections.
- Section 5: A member must be in good standing to run for an office.
- Section 6: Results may be announced at the end of year banquet.
- Section 7: If a tie exists the current president may cast the deciding ballot. The president cannot vote unless there is a tie. If the current president is on the ballot then the advisors will make the final selection for president.
- Section 8: If a member leaves during the election, there will be no absentee ballots or votes. If a member is not present during the time of the speeches, their name will be removed from running for that office.
- Section 9: Officers will be in place for the next meeting.
- Section 10: Incoming members cannot vote in the general election.

**Article 5: Executive Board**

- Section 1: There shall be the following officers and they shall be in the corresponding grades.

**Chairman** - Position held by: High School Student

**Assistant Chairman** - Position held by: High School Student

**Secretary** - Position held by: High School Student

**Treasurer /Program/Marketing Director** - Position held by: High School Student

**Programming Committee Member (3)** - Three Positions held by: High School Students

Two Positions held by: Middle School Students

- Section 2: Officers must attend the executive board meetings each semester.
- Section 3: Officers must attend 100% of general meetings per semester.
- Section 4: Executive board meeting will be held an half hour before general meetings.
- Section 5: If the President cannot fulfill his/her duties the Vice President shall assume the office.
- Section 6: If Vice President cannot fulfill his/her duties as vice-president an election shall take place to fill the position at the next meeting.
- Section 7: Officers shall be responsible for the following:

**Chairman** - Plans and organizes all Executive Board and Full Council meetings, anticipates projects and brings them to the meetings for discussion and meets with the Adult Advisors to review all Council activities.

**Assistant Chairman** - Assumes all the duties of the Chairman in his/her absence and helps, in any way needed. Also is responsible for holding order at all meetings and assisting the president in overseeing committees and place action items onto Facebook.

**Secretary** – Prepare agenda for general meetings. Will be responsible for recording and distributing meeting minutes and other correspondence to Teen Council Members. Meeting minutes will be forwarded to Advisor within two (2) week of meeting date for distribution. Secretary will also be responsible for taking attendance at each meeting.

**Treasurer** – Shall keep track of funds raised and spent by the council. Notify advisors of wants and needs of the council for funds. Prepare performance reports to be included in the presentations to the Town Boards. Treasurer will also be in charge of assigning members to bring snacks to each meeting.

**Program/Marketing Director** - Will oversee all activities that govern the programs selected by the Council, and will chair the programming committee. They will also be responsible for recruiting members to assist with marketing strategies for Teen Council events.

**Programming Committee Member (2)** - Committee members assist the Program Director with planning and implementation of all activities and programs selected by the Teen Council.

#### **Article 5a: State Youth Council Officers**

Section 1: Any Teen Council member in good standing may, upon the consent of the Executive board, volunteer to attend the state conference.

Section 2: After a State Youth Council Convention, the state volunteers must make a presentation to the council on what was discussed at the meeting. Five (5) points will be awarded for each presentation.

#### **Article 6: State Charter**

Section 1: The LKN Teen Council was State Chartered in January 2009.

#### **Article 7: Yearly report to the Town Boards of Davidson, Cornelius, and Huntersville**

Section 1: A report to the Town Boards is required one time per year. The report will include goals, objectives, and accomplishments.

Section 2: Executive Board officers will give the report and executive board members are required to attend one of the three meetings.

## **Article 8: Committees**

- Section 1: Committees shall be formed as needed.
- Section 3: Committee Make-up - Committee size shall be a minimum of six, (6), members including the committee chairperson. They do not need to be chaired by an officer. The Advisors shall agree upon the chairperson for each committee.
- Section 4: Selection for committees - Volunteers will be named to a committee. If a large interest exists, a bi-annual rotation could then be in-acted upon the decision of the Executive Board.
- Section 5: Committee Attendance - Members shall attend 80% of the committee meetings
- Section 6: Reports - The committee chairperson shall give a report to the general body at the each meeting updating the council on progress.
- Section 7: Committees will meet at the council's regular scheduled meeting.

## **Article 9: Code of Ethics**

- Section 1: No possession and/or consumption of illegal drugs or alcoholic beverages are allowed during any Teen Council meetings or functions.
- Section 2: No sexual interaction as defined by the Executive board or Advisors will be allowed at any Teen Council meeting or function.
- Section 3: Any member charged with a misdemeanor shall be placed on auxiliary status. If convicted of the misdemeanor this member shall be removed from the Council; if not convicted of the misdemeanor, full membership will be restored. Any member charged or convicted of a felony shall immediately be removed from the Council.
- Section 3a: Any member who is expelled from any school will be removed from the Youth Council immediately. Teen Council members who are suspended from any school will need to inform the Advisors immediately. A hearing before the Teen Council Advisors and Chairman will be held and the member may be removed from the Council or placed on probation per the discretion of the Advisors.
- Section 4: Consequences will be determined by the Executive Board and Advisors ranging from, but not limited to, notification of parents to removal from Teen Council.

## **Article 10: Removal and Replacement of Officers and Members**

- Section 1: Member removal
- A. Exceeding the number of allowed absences per semester according to Article 3; Section1 will result in removal from council.
  - B. Failure to attend service projects and fund-raisers as listed in Article 3; Section 4 and 5 will result in removal from council.
  - C. Violations to the Code of Ethics as defined in Article 9; Sections 1 and 2 may be grounds for removal.
  - D. Failure to attend one meeting of the boards listed in Article 3; Section 6 per year will result in removal from Teen Council.
  - E. Removed members are not eligible to reapply to the council.

Section 2: Notification of Removal - Members who are removed will be notified by a letter and phone call.

Section 3: Officer Removal

- A. Officers shall receive a warning for missing two unexcused meetings and will be removed on the third unexcused absents. Invalid Excuses apply to as stated in Article 5; Sections 2 and 3.
- B. Officers shall also be removed for failure to fulfill obligations as stated in Article 5; Section 7.
- C. Officers are also held to any and all of the standards of regular members and may be removed for violation of any activity listed in Article 10; Section 1.

Section 4: Removal and Reappointment

- A. Violation of Article 10; Section 3; parts A and C, will result in immediate removal from the Executive Board and Teen Council.
- B. Violations of Article 10; Section 3; Part B will result in the following course of action:
  - i. A meeting will be held between the Executive Board, Advisors, and Officer in question. At this meeting the officer in question will be notified of their violations and given a chance to justify their reason for the violations.
  - ii. After the hearing is completed, a vote will be taken by the Executive Board as to the punishment of the officer in question. This may include, but is not limited to, a written reprimand, Executive Board probation, or removal from the Teen Council. The vote must be a simple majority to pass.
- C. Board Members Probation - A board member on probation will be removed from their office and the Teen Council for any violation of Article 10; Section 3; Part B. The probation will be determined by the Executive Board at the hearing discussed in Article 10; Section 3; Part B.
- D. Removed officers will be notified of their probation or removal at their hearing, by a letter, and a phone call.
- E. If the President cannot fulfill his/her duties the Vice President shall assume the office. If Vice President cannot fulfill his/her duties as Vice President, an election shall take place at the next general meeting. (Article 5; Sections 5 and 6). If any other office is vacated an election will be held at the next general meeting.

## **Article 11: Finances**

Section 1: The treasurer shall prepare a balanced budget at the beginning of each year.

Section 2: The treasurer shall keep the books accurate and up to date. He/she will also give a monthly report to the council on the state of its finances.

Section 3: Treasurer shall work closely with Advisors.