**Teen Council Rules**

**Overall Rules for Projects/Events**

* No dangerous horseplay. (01-31-07)
* Stick to age limits. (01-31-07)
* Member or chaperone at the door at all times. (01-31-07)
* All zero tolerance rules: This policy dictates that any teen who engages in disruptive, rude, or dangerous behavior including horseplay of any kind will be expelled from the activity and given 1 reprimand. (07-15-09)

**Lock-In**

* Once at the library you may not leave until the lock-in is over, or unless in the company of a parent, if you’re the age of 18, or there was a verbal consent of a parent or guardian. (08-12-09)
* Members are allowed to leave only with prior approval of Judy. (07-15-09)
* New member wishing to be at lock-in must have done the following:
* **One Year Inactive:** Is a one year member that has missed four or more meetings.

 -May regain privileges, and attendance to recreational event, by attending the two meetings prior to recreational event and, attending TC event if falls, within two weeks prior to recreational event.

* **Alumnus:** Has achieved one year service, left on good terms, is considered inactive, and is either twenty years old, or has graduated high school.

 -May attend any event including all recreational events. (12-16-09)

Current members: must attend 12 of the past 16 regularly scheduled meetings. If complete member, if not then you must leave by 11:00 pm.

* Everyone must help to clean up. (07-07-04)
* No one else other than TC members, and Alumnus can attend. (07-15-09)
* You may bring movies and video games from outside to watch/play. (07-07-04)

 -Games and movies may not be played/watched until midnight, unless voted upon by the council. (07-15-09)

* No dangerous horseplay. (07-15-09)

 -No chair racing/jousting.

* Respect library property. (07-15-09)

 -Anything you move in lock-in, must be put back to original spot.

 -No burning Candles (08-28-09)

**During Meetings**

* Raise your hand before speaking. (11-09-05)
* Least amount of people needed to vote: 20 (07-15-09)
* Warnings will be administered to disruptive members during meetings after three warnings the member will be excused from meeting.
1. If excused officers and Judy will decide if it constitute as a reprimand. (07-15-09)
2. Warnings start over at the beginning of each meeting. (07-15-09)

**New Member**

* Go over all duties during meeting. (11-09-05)
* Structure for shelving. (11-09-05)

 -Pair them with old members who know how to shelve. (11-09-05)

* Must come to four consecutive meetings to get T-shirts, and membership privileges‘. (07-29-09)

**Officers**

For complete list of responsibilities and duties see Officer duty list.

* President, Vice President, Secretary, and Treasurer will be elected every four months. (07-29-09)
* All officers will follow established duties. (07-29-09)
* President:

 -Help Conduct the meetings.

 -Issue warnings.

* Vice President:

 -Properly record minutes. (07-29-09)

 -Issue warnings.

 -Shelving and sorting attendance. (08-12-09)

* Secretary:

 -Update all Bi-Laws.

 -Profile all TC members.

 -Record and track all TC birthdays, and also give Judy an accurate list of names a week in advanced.

 -Issue warnings.

* Treasurer:

 -Keeps the amount of money TC has recorded.

 -Keep a running balance of TC’s funds

 -Issue Warnings.

**Proxy**

* Teen Council members are allowed one Proxy vote per election. (07-29-09)
* Proxy votes are presented to the proxy vote keeper Judy. (04-27-09)

 -There will be a proxy vote form sheet for TC members needing it. (04-27-09)

 -All the proxy vote forms must be filled in person, and in the presence of the proxy keeper Judy. (07-29-09)

* All proxy votes must be turned in the Tuesday prior to the election date. (04-27-09)
* Teen Council members wishing to announce candidacy for officer elections, but are unable to attend the meeting, may fill out a Candidacy Proxy. (09-16-09)
* Rules for running *in absentia*:

 - C.P. form must be filled out the Tuesday prior to the announcement of candidacy.

* There will be a Candidacy Proxy form sheet for TC member needing it.(T.C. member needing C.P. may obtain it from Judy, or the current secretary.)

 - C.P form must be filled out in person, in the presence of the proxy keeper Judy.

**Shelving**

* Sorting must start by 4:00 p.m. at the latest. (01-07-09)
* Everyone must participate except for the two privileged people who earned their right to slack off. (07-29-09)
* Regarding Sorters Time Off: Appointed sorters will sort children’s books for two weeks immediately following their sorting time off as a reward. The two week period following sorting duties are the given time off, regardless if those days off turn out to be a snow day, spring break, or an otherwise “off” day. Failure to resume shelving duties on the correct date will result in a verbal warning.
* The Vice President must make sure that everyone is gathered together at the appropriate time. (07-29-09)
* All other things, if not concerning sorting or shelving, must be taken care of before shelving has begun or after sorting has been completed. (07-29-09)

(If something comes up and one can not attend sorting/shelving but still plan to come to the meeting, you must inform Judy, the President, or the Vice President before the fact.)

* No Congregating at the Circulation Desk. (08-28-09)
* Until shelving begins- stay in back room or “YA“, and after shelving return to the backroom, or “YA“.(07-29-09)
* Shelvers have to be there to shelve by 4:20 pm, to shelve. (07-29-09)
* Vice President must make sure that the sorters sign-in on the sorters’ sign-in sheet.(07-29-09)

**Missing Meetings**

* If you miss four weeks, you loose your teen council voting privileges‘. (07-15-09)
* If you’ve been in TC for more than a year, you can keep your shirt. (08-24-05)
* Calendar Tracking- In order to attend any recreational event, member must have attended 12 of 16 meetings prior to the event. (07-29-09)

 -Members must attend 70% of TC meetings. (05-11-09)

 -After the first year, member misses four consecutive meetings, the said member needs to make two consecutive meetings to regain full membership again, if not at cap. (02-18-2009)

* **All Members:** To attend celebratory events or gain voting privileges, member must attend 12 of the 16 collective meetings prior to event or elections. (05-06-09)
* **Leave of absence policy**

 - **All** Teen Council members, including officers, may take a leave of absence only if reason for missing meetings is unavoidable. A leave of absence may be taken up to a minimum of 4 weeks or meetings, to a maximum of 10 weeks of meetings. (05-11-09)

 -The leave of absence form will need to be filled out a week in advance for intended time off. (05-11-09)

 - A leave of absence form may only be filled out two times consecutive. Reason will be needed. (07-08-09)

**Waiting List:**

* If two or more prospective members attend the same 2 consecutive meetings, will there by attain waiting list status simultaneously, the officers present will then choose at random, (from straws, and or numbers) to determine the placing of the individuals. (02-18-09)
* Active member limit is set to 28 members. Once capacity has been reached perspective members, and five to twelve week members, may attend two meetings to be rewarded placement on the waiting list in numeric order. (02-03-10)

 - The two meetings achieved by perspective member will count towards the four meetings permanent membership requirement. (02-03-10)

* If a one year member loses membership they must attend 1 meeting to be placed on the bottom of the waiting list, and then once a spot opens on the active council, then one additional meeting must be attended to become a full member. If a cap is not in place, then regular one year membership by-laws are maintained.
* After perspective members reach the top of the waiting-list, they are then required to attend the 2 consecutive meetings to become a member, no excuses. If they miss one, then they are placed at the bottom of the waiting-list, and cycles to the next person in line.
* When a spot becomes available on the active council, the first perspective member on the waiting-list has a one-week leeway to initiate the 2 consecutive week activation of full membership privileges. If they do not attend or makes said meetings refer to prior by-laws.
* Five to Twelve month members, and prospective: When at capacity, five to twelve month members who are on the waiting list and have attended two meetings to be put on said waiting list, must attend an additional two meetings to gain/regain membership privileges’ when a spot becomes open on the active council, for a total of four meetings. (02-10-10)

**Consequences**

 **Reprimand**: (07-01-09)

 - 3 reprimands for suspension, 2 suspension will equal expulsion.

* Reprimand able Offenses:

 - Under Judy’s and officers discretion, list of examples:

 -Failure to appear without approved notification to any Teen Council event.

 (Approval of notification will be passed by Judy and at least two officers. Will advise of decision by next regularly scheduled meeting.)

List of reprimand able actions concerning **events** (07-08-09):

 -Not bringing allotted items/equipment. (Varies to discretion)

 -Excessive warnings at events.

 -Leaving the premise during the events, without permission.

 -Reprimands wash out after a year. When it was given.

 -Suspension last forever. (Go on your permanent record)

 -Suspended person will be black listed from events. (08-12-09)

 -If a book is over due by three months or more, a verbal warning is issued. If in two weeks the issue is still unresolved then a reprimand is issued. (09-23-09)

* If cap has been reached, (and said member is still suspended), another person may join, (while said member is on suspension), they are eligible to take your space.(08-12-09)
* Suspension length will vary from case after which member may return. (08-28-09)

**Sorting/Shelving**

* First Offense- Warning.
* Second Offense- Must sort for two weeks without gaining privileges of being off.
* Third Offense- Cannot attend meeting.
* Fourth Offense- Handed over to Judy. (We will miss you…)

 - Every 16 weeks a members warnings will start over. “Collective.”(04-27-09)

**Unspecified**

* TC is not a social group. (11-09-05)
* If you are not serious about TC, you shouldn’t be in it. (11-09-05)
* TC will meet every Wednesday of every week. (02-25-04)
* All TC members must be familiar with the layout of the library and the YA area especially. (08-21-03)
* All TC members must be able to utilize the card catalog. (08-21-03)

 -You must be able to search by author, subject, and title with proficiency. (08-21-03)

* Be on time at functions. (12-20-06)
* Teen Council Age limit extended to 19. (10-15-08)
* While waiting in foyer/community center for rides, be quiet, keep chairs out of main flow of door traffic and chairs back where you got them. (09-24-08)

 **Classifications of status:**

* **Member:** Has met four meetings requirement, but is less than one year service.
* **Active Member:** One year service in good standing.
* **One Year Inactive:** Is a one year member that has missed four or more meetings.

 -May regain privileges, and attendance to recreational event, by attending the two meetings prior to recreational event and, attending TC event if falls within two weeks prior to recreational event.

* **Alumnus:** Has achieved one year service, left on good terms, is considered inactive, and is either twenty years old, or has graduated high school.

 -May attend any event including all recreational events. (12-16-09)

**Conduct in Library:** (08-28-09)

* No Loud Talking
* No Horse Play
* No Running
* No Cursing
* No Sexual Innuendos

 -Includes kissing and hugging.

**Remember** this library also belongs to young children and adults. Conduct yourself in a way that gains you respect not censure. (08-28-09)