



STUDENT COUNCIL CONSTITUTION
OF
SUMMIT COLLEGE
2014



STUDENT COUNCIL CONSTITUTION

1. ROLE OF THE STUDENT COUNCIL

- To create in cooperation with the Principal, staff and students, a better school life for the students of our school.
- To provide students with opportunities of leadership and to develop in all students a sense of responsibility.
- To encourage the students in the school to become more aware of how the school is run and to constructively identify and express their needs.
- To contribute to overall school development by being involve in school policy, development and to be a resource in working in partnership with the management of the school.
- To act as liaison where appropriate between the students and the teaching staff and management.

2. STRUCTURE OF THE STUDENT COUNCIL

- The council will consist of two democratically elected representatives of each grade.
- Membership of the Student Council will be as follows:

8 th Grade	2 representatives
9 th Grade	2 representatives
10 th Grade	2 representatives
11 th Grade	2 representatives
12 th Grade	2 representatives
Head Girl	Executive Member
Head Boy	Executive Member
- Elections:
 - Elections will be democratic and by secret ballot.
 - Only the students will vote in Student Council elections.
 - Each student will have only one vote.
 - At Grade 8 and 9 levels, each class and students may only vote for a candidate in their own class.
 - At senior level, students will be allowed to vote or two representatives in their year.
 - Students will be invited to put their names forward for election
 - To run for the council, a student must be proposed and seconded by members of their class or year as appropriate.
 - A proposed student must have a clear disciplinary record.
 - If there is more than one candidate going forward an election will be held. If there is only one candidate they are deemed elected once they have been proposed and seconded.
 - Ballot papers will be produced.

- The votes will be counted by a nominated teacher/s and kept for verification.
- The Principal and the Student Council Liaison Teacher may attend council meetings in a non-voting capacity.

3. TERM OF OFFICE

- Each member will serve for one academic year.

4. OFFICERS AND ACTIVITIES

- After the council has been formed, the entire council must elect the following officers:
 - Chairperson
 - Deputy Chairperson
 - Secretary
 - Treasurer
 - Public Relations Officer
 - Assistant Public Relations Officer
- These positions will be filled by a democratic secret ballot.
- The positions of PRO and Treasurer may be held jointly.
- The Chairperson will run the meeting, adhere to the agenda and direct all comments through the chair. The Chairperson will endeavour to ensure that all council members have the chance to express their views.
- The Vice Chairperson will act in the absence of the Chairperson or Secretary.
- The Secretary will record the minutes in a designated minute book.
- The Treasurer will manage Student Council funds and report on financial affairs to a meeting.
- The PRO will publicise Student Council activities, issue press releases, maintain the Student Council notice board and make relevant intercom announcements.
- All members will report back to their classes on matters discussed at meetings and bring issues raised by their classmates at meetings.

5. LIAISON TEACHER

- Attends Student Council meeting.
- Acts as a link between staff members and the council.
- Has a voice but not a vote.
- Is a source of information.
- Can take notes to complement the secretary's minutes.
- To be a support to the council when needed and to be active when called upon.
- To inform all members of relevant information (training, etc.).
- To put student council issues and activities on the agenda for staff meetings.
- In the event of difficulties with the Student Council and Liaison Teacher the Principal is to be contacted.

6. MEETINGS

The Student Council will meet once a week.

- Meetings will be chaired by elected Chairperson or Deputy Chairperson.
- Minutes are to be taken by the secretary and meetings to be notified by the secretary.
- Meetings should be held once a week.
- Must have a minimum of 8 members for a meeting to take place.
- There must be 11 members present for voting.
- Meetings are pre-decided day and time, to suit Student Council and Liaison Teacher.
- Voting of officers happens at the first meeting, elected by members. Officers are not specific to senior students.
- First meeting should take place after training.
- Officers: Chairperson, Deputy Chairperson, Secretary, Treasurer, PRO and Assistant PRO.
- The Chairperson and the Secretary should draw up the agenda prior to the meeting. Additions to the agenda from Student Council members or any teacher should be given before the meeting.
- Decisions are taken on majority vote.
- The Chairperson has the casting vote.
- All issues discussed must be treated with discretion and confidentiality.
- Minutes must be accurate.

7. ATTENDANCE AND DISCIPLINE

- When a council member had advance knowledge that they cannot attend a meeting, they will inform the Chairman.
- If a member misses three consecutive meetings of five in total during the year without a valid excuse, they may be asked to step down.
- A code of conduct will be drawn up to ensure the council carry out their duties and that the council not brought into disrepute by members who seriously misbehave.

8. CHANGES TO THE CONSTITUTION

Any changes to this constitution must be voted upon by the Student Council. The constitution and Members Contract will be reviewed annually or as appropriate. At least two thirds of the council must be present at any vote.

9. CONTRACT OF BEHAVIOUR

All members of the council once elected must sign the Student Council Members' Contract.

10. DISCIPLINE AND REMOVAL OF STUDENT COUNCIL MEMBERS

- If contract or code of conduct is broken (appeal may be heard).
- Non-attendance at three consecutive meetings without a valid reason (no appeal).
- Regular non-involvement in Student Council activities.
- If a pupil leaves the school.
- If a pupil is suspended (appeal).
- If the Student Council issues a warning (only one chance).
- If a member acts inappropriately in a meeting or uses their council membership inappropriately.

11. REMOVAL PROCESS

- The Chairperson must receive any complaints. (If a complaint is about the Chairperson it goes to the Liaison Teacher).
- Council issues warning or action if needed.
- Result of action is decided by council and is final.
- Replacement member will be selected if needed (depending on time of year) from the same year so that all groups are represented.

12. FINANCE

1. All funds collected shall be used only to further the aims of the council.
2. The Treasurer must keep an Income and Expenditure Account when necessary.

STUDENT COUNCIL MEMBER'S CONTRACT

I _____ am willing to undertake the following duties as a member of the Student Council in our school:

- ❖ To attend every meeting that is held unless I am absent from school, ill or engaged in another school activity.
- ❖ To inform the students that I am representing them about the issues dealt with or discussed by the Student Council.
- ❖ To represent my classmates responsibly and bring issues raised by the students to the attention of the council.
- ❖ To fulfil any position or carry out any task that I may be elected by the council to do.
- ❖ To represent the Student Council with appropriate dignity and respect.
- ❖ To behave with courtesy at all times at meetings and when going about Student Council business.
- ❖ I understand that if I miss three meetings in succession or five meetings in total during the year without a valid excuse, that I may be asked to leave the Student Council.

Student Council Member:

Signed: _____ Date: _____

Parent/Guardian

Signed: _____ Date: _____

Liaison Teacher

Signed: _____ Date: _____

Principal

Signed: _____ Date: _____