

### The Role of the Council

The Student Council is an intermediary body between the students and the teachers. The council's role is twofold;

- 1) To collect, collate and share the opinions of the student body with staff.
- 2) To form proposals for changes throughout the school. Once completed and approved the council's proposals will be given to an appropriate member of staff as a suggestion for action within the school.

### Council roles

The council consists of several distinct roles that ensure smooth operation and communication.

- **Form representative**
  - Form representatives will be chosen at the start of each academic year in the following way:
    - All candidates must attend at least 3 of the first 4 meetings at the start of term to be eligible to run for candidacy.
    - All eligible candidates must then be allowed to make a presentation to their forms on why they should be elected. The voting process will take place in the same form period as the presentation, and within 7 days of the 4th council meeting.
    - All form members will then be able to cast a single, anonymous vote for their preferred candidate. The votes will be counted by the form tutor, who will announce the results of the election. The two most popular candidates will become that form's council representatives for the year.
  - The form representatives are responsible for communicating between the council and the student body as well as for the drafting and presentation of proposals.
- **Council president**
  - The School Council will be run by 2 Presidents that will share the leadership responsibility. The next year's council presidents will be selected from the current members of the Student Council, by a popular vote of council members during the spring term.
    - The election of council presidents will happen during the spring term to ensure next year's presidents are selected ready to restart the council in the next academic year.
    - All form representatives in year 11 or 12 are eligible to become council presidents, this includes form representatives from previous years.
    - All representatives wishing to become a candidate must form a manifesto. This document should be no more than 1 side of A4 stating their aims for the year.

- All candidates that complete a manifesto by the deadline set by the current presidents will chair a council session as preparation for possibly taking on the role next year.
    - Once the previous stages have been completed a vote will be called within the council to decide the next years council presidents.
      - The vote should be announced at least 1 week in advance.
      - Each form representative will cast a single anonymous vote for their preferred candidate as informed by the views of their forms
      - Any form without a permanent form representative can select 1 student to cast a vote on behalf of their form.
      - The current presidents will count the votes and announce the presidents for the next academic year. It is not necessary to announce which of the 2 successful candidates received more votes.
    - After they have been elected the two presidents will have until the start of the next year to take over the responsibility of running the council.
  - The president's responsibilities are greater than those of the form representatives and are as follows:
    - To chair council meetings
    - To liaise with staff in order to share ideas and present proposals
    - To ensure smooth running of the council
    - To select and organise the other senior members of the council
  - Should either of the presidents fail to meet their responsibilities as leaders of the council a vote of no confidence may be held to remove them. A vote of no confidence may be triggered by any member of the council and will require the support of 75% of the form representatives to pass. If a vote of no confidence passes, the election of a new president should happen during the next meeting of the council.
- **Secretary**
  - The secretary is responsible for the paperwork that aids in the operation of the council.
  - The secretary will be selected by the 2 presidents of the council.
  - The secretary's responsibilities are as follows:
    - To maintain the register of attendance
    - To write, keep and distribute the minutes of council meetings
    - To keep the presidents up to date on any points of organisation that need raising at meetings
      - Members not attending
      - Proposals that need discussing
- **Events coordinator**
  - The events coordinator runs a team of form representatives who organise events for the student body.

- The events coordinator is selected by the council presidents.
- The events coordinator's responsibilities are as follows:
  - To run the events team
  - To organise events for the student body
  - To keep the presidents up to date on events progress

### Discipline

All members of the student council will be held to the same disciplinary standards:

- Any member of the council who has missed 3 of the last 5 council meetings **and** has an average attendance of below 80% will be removed from the council. Their form will then redo the election process to select a new representative from the original pool of eligible candidates. If there are no other eligible candidates then any form member may attend the next council meeting, all members who attend will then be eligible for election.

### Meeting Structure

Weekly meetings will be called and run by the presidents of the council:

- All meetings should be announced to the entire school to ensure that no form is unrepresented.
- One of the presidents will perform the role of chair during the meeting.
- The chair is responsible for the smooth running of the meeting, this includes but is not limited to:
  - Ensuring productive conversation and debate within the council
  - Ensuring discipline is maintained so as not to disturb the meeting
  - Allowing all representatives to present views and ideas
  - Ensuring that the progress of proposals is shared

### Proposals

Once an idea is presented to the council, it will be discussed. If it is determined worthwhile to pursue it further, a proposal will be made:

- Each proposal will have a named councillor or councillors in charge of it.
- Each proposal will have a specified timeframe for completion.
- Once a proposal has been written up to include details of suggested solutions to any given problem, as well as associated costs and problems, it will return to the council for approval.
- The council will discuss the proposal again once it is completed. If it still has the support of a majority of councillors, the councillor in charge of it will be instructed to present it to the teachers for possible action.
  - A copy of the proposal should be given to a teacher with authority to act upon the proposal

- The lead on the proposal should maintain contact with the teacher liaison to ensure that the proposal is progressing

#### Amendments To The Constitution

Changes to this constitution may be made at any time and may be initiated by any member of the council provided they have the following:

- An amended constitution
- The support of 75% of form representatives as confirmed by a vote within a council meeting

Once these 2 conditions have been met, the counselor may update the constitution with immediate effect.