



Secondary School Student Council Policy

The student council serves as the students' representative body. It initiates and directs student activities, helps share students' ideas, interests and concerns.

The student council functions with the overall intention of promoting the development of the school and the welfare of its students.

The student council has the capacity to:

- raise and manage its own funding
- organise fund raising events within school hours
- organise fund raising events outside of school hours, only once approved by the Head of School
- organise social events, only once approved by the Head of School
- voice concerns of issues deemed relevant by the council to the Office
- request the distribution of informative letters by the office
- engage with student councils of other 'international' schools upon the approval of the Head of School.

Student Council Structure

Student council roles fall within two categories: the General Council (Class Representatives, Vice Representatives) and the Upper Council (President, Vice President, Treasurer, and Recording Secretary).

The Upper Council has the power to veto decisions made by the General Council, however the Upper Council CANNOT act upon the student council capacities without the agreement of the General Council.

The General Council's passing of a motion is defined by a majority vote. One vote in the General council is allocated per class delegation i.e. a representative and a vice representative carry the capacity of a singular vote.

The General Council Roles

Class Representative: A class representative holds the task of ensuring that the ideas, interests and concerns of their respective class are voiced within the council. During the first registration, following a student council meeting, a class representative MUST inform their respective class of the discussed topics and obtain feedback.

Vice Representative: A vice representative holds the responsibilities entrusted within their corresponding class representative under the circumstance that the class representative is absent



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from a student council meeting. Following the meeting, they must debrief their corresponding representative of the discussed topics. A vice representative should overall assist their corresponding class representative with their duties.

The Upper Council Roles

Student Body President: A Student Body President holds the tasks of chairing the student council meeting and coordinating the activities of the student council. The President must act as an exemplary role model in behaviour and academics. The Student Body President has the authority to call a meeting of the student council whenever deemed necessary. A Student Body President is also designated to represent the council at any meetings with the Office.

Vice President: A Vice President holds the responsibility of assisting the Student Body President and under the circumstances that the President is absent from a meeting, the Vice President assumes the role of chairperson.

Secretary: A Secretary keeps a record of the student council meetings and any decisions taken by the council (minutes). After each meeting, the Secretary must forward the minutes to the Student Body President and the Student Council Advisor. A Secretary also has the task of taking a role call at the start of each student council meeting.

Treasurer: A Treasurer is responsible for managing all funds raised by the Student Council and should keep an account of all income and expenditure. A Treasurer also holds the role of providing financial advice.

Official Observing Roles

Student Council Advisor: A Student Council Advisor is a member of staff that is present at all student council meetings. They have the ability to advise the council and provide any assistance if required.

Student Council Elections

General Council Elections: Class Representatives will be elected annually by their respective classes. These elections will be held during registration periods during the SECOND WEEK of school. It is the responsibility of the Form Tutor to provide the Student Body Advisor the names of the elected class representatives by the end of the week. Vice Representatives are chosen by the Class Representatives.

Student Body President Elections: In order to run as Student Body President, the individual must register their candidacy by the end of the second week of school to the Office or the Student Council Advisor.

In order to qualify as a candidate, one must:

- be in Year 12 or Year 13
- have been an acting Class Representative for a minimum of a year



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- have a selected candidate running with them for Vice President (This candidate must be in Year 12 or Year 13)
- be an exemplary role model in behaviour and academics

Student Council Elections will be held on a TUESDAY on the THIRD WEEK of school, at KS3 Campus – Assembly and at the KS4 and KS5 Campus – Lunch Break. Candidates must give a speech before voting takes place.

Other roles:

Secretary and Treasurer: Both roles must be chosen by the Student Body President by the following Student Council Meeting.

Impeachment

The Student Council may remove any member for a continuing failure to attend meetings of the council (three consecutive weeks without a valid explanation) or lack of commitment to the processes of the council. Any Impeachment of a General Council member must be approved by the President. Upper Council Members can be dismissed by the acting Student Body President after consulting the Student Council Advisor.

The Head of School and the Student Council Advisor have the power to impeach a Student Body President if they fail to comply with their responsibilities; in which case they will select a new Student Body President from the Candidates of the most recent Student Body President Elections.

Policy Review

This policy is reviewed annually.
Reviewed July 2021