

STUDENT COUNCIL CONSTITUTION IN ST. BRIGID'S GIRLS' SCHOOL.

Role of the Student Council

- To create in co-operation with the Principal, staff and students, a better school life for the student 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 identify and express their needs.
- To contribute to overall school development by being involved 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.

Structure of the Student Council.

- The council will consist of two elected representative of each class, from 2nd – 6th class.
- Elections will be by secret ballot
- Only the students will vote in Student Council elections.
- Each student will have only one vote.
- Interested students put themselves forward for election by giving their name to their class teacher.
- Ballot papers will be produced.
- The votes will be counted by the class teacher/s.

Term of Office

Each member will serve for one academic year, from September until the following June.

Officers / Activities

After the council has been formed, the entire council must elect the following officers :

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Public Relations Officer

These positions will be filled by a democratic secret ballot.

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, 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 to meetings.

Meetings

- The student council will meet fortnightly where possible on _____
- The student council liaison teacher will be present at all meetings. The teacher will assist in the smooth running of the meeting.
- There must be a minimum of 7 members present for a meeting to take place.
- There must be 11 members present for a vote.

Attendance / Discipline

- When a council member had advance knowledge that they cannot attend a meeting, they will inform their deputy. Normally this will be the person who finished second to them in the class election. The council may co-opt a replacement where necessary.
- Voting of officers happens at the first meeting, elected by members.
- Officers are not specific to senior students, however, the chairperson must be a senior officer.
- Decisions are taken on majority vote.
- Chairperson has the casting vote.
- All issues discussed must be treated with discretion and confidentiality.
- Minutes are accurate and do not reflect names.
- If a member misses three consecutive meetings or 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 is not brought into disrepute by members who seriously misbehave.

Finance

- The council shall not primarily be a fundraising body.
- Any funds raised by the student council must be fully accounted for and used only for the purpose for which they were raised.
- All funds shall be stored in the school office safe.

Contract of Behaviour.

- All members of the council once elected must sign a members contract once it has been reviewed and amended where appropriate.
- All members agreeing to terms of office must sign the contract
- Elections generally take place in June for the student council for the following school year.

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.

- To put student council issues / 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.

Meetings

- Be chaired by elected chairperson or deputy chairperson.
- Minutes to be taken by secretary and meetings to be notified by the secretary.
- (good practice is to decide next meeting at meeting).
- Meetings should be held once a month at least.
- Must have a minimum of 7 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 however, the chairperson must be a senior officer.
- First meeting should take place after training.
- Officers, Chairperson, Deputy Chairperson, Secretary, Assistant Secretary, Treasurer, PRO and Assistant PRO.
- The chairperson and the secretary should draw up the agenda prior to the meeting. Additions 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 are accurate and do not reflect names.