

# **GHS - Student Representative Council - Constitution - As at 9/8/20**

## **1. Purpose**

- a) Promote student representation, participation and leadership within the school.
- b) Promote the school amongst students, staff, parents and the broader community.

## **2. Aim**

- a) Provide a forum for expression of student opinion.
- b) Provide opportunities for students to gain leadership skills and exercise them.
- c) Advocate for the needs and wants of all students.
- d) Promote school spirit through various socially inclusive activities.
- e) Consult with staff, executives, parents and the broader community.

## **3. Membership**

<b>Year</b>	<b>Number of Students</b>
7/8	6
8/9	6
9/10	6
10/11	10
11/12	4*
Prefects	6*
Support	2
School Captains & Vice Captains	4
Total SRC Members	44*

- a) Membership is based on a financial year, not a calendar year.
- b) Membership should be elected in the above ratios, where possible.
- c) Voting is electronic and modelled on the preferential system.
- d) Staff & SRC votes = 2 votes. All other student votes = 1 vote.
- e) Students with previous SRC service will receive an additional 8 loyalty votes per year of service. (1yr = 8 votes, 2 yrs = 16 votes, 3yrs = 24 votes, 4yrs = 32 votes)

## **4. The Oath**

I promise to represent / the values of Greystanes High School / and consult with /  
students, staff and parents / whilst advocating / for the needs and wants / of all students

## **5. School Captain Elections (Term 3)**

- 1) Nominations will open at the start of Week 2 and close by the end of the week.
- 2) School records will be checked for consistent academic commitment and adherence to the school values of respect, responsibility and active learning.
- 3) Nominees will be interviewed by the SRC Coordinator and the Principal.
- 4) Later that day, nominees will be informed as to whether they were successful or not, and the order of the ballot paper will be decided.
- 5) Later that day, candidates (successful nominees) will be interviewed for promotional material that they may use to campaign for votes.
- 6) Candidates will be briefly introduced at assembly on Wednesday, Week 3.
- 7) All students and staff will be emailed the relevant links to the Electronic Voting Forms on Wednesday afternoon of Week 3.
- 8) Voting will be open from Wednesday afternoon Week 3 to Tuesday morning Week 4.
- 9) Later that day, candidates will be informed if they were successful or not.

## **6. SRC Elections (Term 3)**

- 1) Nominations will open at the start of Week 1 and close by the end of Week 2.
- 2) School records will be checked for consistent academic commitment and adherence to the school values of respect, responsibility and active learning.
- 3) Nominees will be informed as to whether they were successful or not, and the order of the ballot paper will be decided.
- 4) Candidates will be briefly introduced at assembly on Wednesday, Week 3.
- 5) All students and staff will be emailed the relevant links to the Electronic Voting Forms on Wednesday afternoon of Week 3.
- 6) Voting will be open from Wednesday afternoon Week 3 to Tuesday morning Week 4.
- 7) Later that day, candidates will be informed if they were successful or not.

## **7. Roles & Responsibilities of Captains**

- Chairperson - Reads the agenda and runs the meeting
- Minutes - Types up the minutes and uploads a copy to our Google Classroom
- Attendance - Marks the roll and follows up on who is absent
- Assembly - Run Wednesday's assembly (and check the SRC pigeon hole for mail)
- Captains Meetings - Meet Friday Recess 1 each week to write Monday's agenda
- P&C Meetings - Attends P&C meetings once a month and delivers the SRC Report (rotate)
- Principal Meetings - Meet with the principal once a term to discuss student needs and wants
- Executive Meetings - Meet with the principals and headteachers to propose new events
- Head of Operations - Source and prepare resources + Organise and distribute the roster
- Head of Promotions - Develop and distribute promotional material across platforms

## **8. Roles & Responsibilities of SRC**

- Public Relations (x4S) - Writes and delivers the SRC Report for House Assemblies
- Treasurer - Keeps track of SRC and charity income and expenditure
- Secretary - Keeps track of SRC paperwork and manages the folders
- Data Analyst - Develops, distributes and analyses any SRC surveys
- Suggestions Monitor - Collects and proposes any student or staff suggestions
- PA for a Day - Run random errands for the SRC Coordinator as their Personal Assistant
- Games Group - Help set up and pack up for Games Group on Tuesdays and Thursdays

## **9. Responsibilities for All SRC Members**

- Actively participate in the SRC by attending all relevant meetings (three strike policy)
- Actively contribute to the organisation and operation of various SRC events
- Actively reflect the School Values of Respect, Responsibility and Active Learning

## **10. Meetings**

- Attendance marks the roll
- Chairperson declares the meeting open and reads the agenda
- Minutes records the outcomes of any decisions or votes
- Voting can only take place when a quorum is reached
- Our Quorum numbers are: All = 29/44, Junior = 13/19 Senior = 17/25
- Item 1 – Previous Business (What, if any, items need to be addressed again?)
- Item 2 – Executive / P&C Business (info to or from)
- Item 3 – Junior / Senior Business (brief overview of ideas, decisions, votes, etc)
- Item 4 – Charity Business (Items connected to any past, current or future charities)
- Item 5 – School Spirit Business (Items connected to any past, current or future spirit)
- Item 6 – General Business (any new questions, concerns, ideas or motions)
- Chairperson closes the meeting and dismisses the SRC
- Minutes records the time and shares the Agenda/Minutes on Google Classroom

## **11. Making a Motion**

- a) A student makes a recommendation
- b) Chairperson calls for a seconder
- c) Secunder speaks for the recommendation
- d) Chairperson calls for questions or for anyone to speak against the recommendation
- e) A vote is held and majority rules (in the event of a tie, the Chairperson decides)
- f) The decision is either carried (approved) or dismissed (not approved)

g) Carried motions are typically taken to the principal by the Captain's to be ratified