



**St Gerald's College  
Constitution of the Student Council**

**Table of Contents**

**1.0: ROLE OF THE STUDENT COUNCIL..... 2**

**2.0: MEMBERSHIP ..... 2**

**3.0: THE WORK OF THE STUDENT COUNCIL ..... 2**

**4.0: STRUCTURE OF THE STUDENT COUNCIL..... 2**

**4.0: TERM OF OFFICE..... 3**

**5.0: LIAISON TEACHER..... 3**

**6.0: OFFICERS / ACTIVITIES ..... 3**

**7.0: MEETINGS AND DECISION-MAKING ..... 4**

**8.0: ATTENDANCE / DISCIPLINE ..... 4**

**9.0: CHANGES TO THE CONSTITUTION ..... 4**

**10.0: CONTRACT OF BEHAVIOUR ..... 4**

**11.0: REVIEW ..... 5**

**12.0: RATIFICATION..... 5**





## **1.0: Role of the Student Council**

- To create in cooperation 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 constructively 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.

## **2.0: Membership**

All students attending our school are deemed to be eligible to be members of the Student Council.

## **3.0: The Work of the Student Council**

The Student Council will undertake a programme of activities, which will support the school. In planning activities the Student Council will consult with the Principal

## **4.0: Structure of the Student Council**

The council will consist of democratically elected representative from 1<sup>st</sup> year to sixth year.

- 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.
- Student will be invited to put their names forward for election.
- If there is more than one candidate going forward an election will be held. If there is only one candidate they are deemed elected.
- Ballot papers will be produced.



- The votes will be counted by a nominated teacher/s and kept for verification.

#### **4.0: Term of Office**

Each member will serve for one academic year, from the date of election until the following June.

#### **5.0: 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 / 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.

#### **6.0: Officers / Activities**

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

- Chairperson
- Secretary
- Treasurer
- Public Relations Officer (PRO)
  - 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 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.

### **7.0: Meetings and Decision-Making**

The Student Council will meet at least once a month during the academic year. Meetings can also be called by the chairperson or by three or more members of the council as often as is necessary. All council members must be given at least one weeks' notice of a meeting.

The quorum of a workable meeting shall be six council members. When making a decision any member of the council may call for a vote to be held and when the votes are divided evenly, the Chairperson has the casting vote.

### **8.0: Attendance / Discipline**

When a council member had advance knowledge that they cannot attend a meeting, they will inform the secretary.

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 not brought into disrepute by members who seriously misbehave.

### **9.0: 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 yearly or as appropriate. At least two thirds of the council must be present at any vote.

### **10.0: Contract of Behaviour**

All members of the council once elected must sign a Members Contract once it has been reviewed and amended where appropriate.



### **11.0: Review**

This policy is operative for the First Year intake in the school year 2014/15. It will be reviewed by the Board of Management for subsequent years.

### **12.0: Ratification**

This policy was ratified by the Board of Management on \_\_\_\_\_

**Signed:** \_\_\_\_\_

*Frances O'Dowd*

**Chairperson of BOM**

**Signed:** \_\_\_\_\_

*Daniel Hyland*

**Secretary of BOM**

**Date of next review:** \_\_\_\_\_