

**Scoil Dara,  
Kilcock**

**Students' Council**

**Constitution**

## **Aim**

The student council will represent the student body so as to facilitate appropriate student involvement in the life of the school.

## **General Objectives**

- To improve student representation
- To improve communication and relations within the school community
- To improve school environment and facilities
- To fundraise for charity and school events
- To be consulted by the staff/Principal on proposed changes to the code of behaviour and in school policy affecting students
- To address a staff meeting on occasions, on matters concerning students

## **Council Membership**

### **Student Representation**

3 representatives each for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year

2 representatives for 4<sup>th</sup> Year

5 representatives for 5<sup>th</sup> Year

7 representatives for 6<sup>th</sup> Year and the Head Boy and Head Girl

### **Staff Representation**

2 representatives voted by staff for the entire year. No vote.

### **Principal**

The Principal and/or Deputy Principal should attend the opening and closing meetings of the Students' Council. It should be open to the Principal and Deputy Principal to attend any other meeting.

### **Nominations**

- Eligibility for election -- All students are eligible

- Candidates require two written nominations from their year group
- A student may nominate one candidate only

## **Ballot**

Proportional Representation

## **Organising Body**

The election should be organised by outgoing members

## **Time of Election**

End of April???

## **Election Centre**

Student Meeting Room. All Year Group elections to take place on the same day.

## **Frequency of Meetings**

The Students' Council should decide on the frequency of meetings at the first meeting of the year.

## **Day and Time of Meetings**

Meetings will take place on a day to be decided by the Students' Council at the first meeting. The Students' Council will decide on the duration of meetings.

## **Opening Ceremony**

The opening ceremony should take place at the first meeting to be held before the end of September

## **Officers**

- The function of the officers is to prepare the agenda, conduct meetings, maintain discipline within the council and to act as a steering committee.

- The officers may request two other members of the Council to attend the steering committee meetings, on a rotational basis.
- The Council may set up sub committees to attend to certain tasks.

## **Procedures**

### **Role of the Chairperson**

- Head Boy and Head Girl should be Chairperson
- The position should be shared between the Head Boy and Head Girl
- The Chairperson should represent the Council, when necessary, with outside organisations

### **Role of the Secretary**

The Secretary should be elected by the council at the first meeting and should be a 5<sup>th</sup> or 6<sup>th</sup> Year student

The secretarial responsibilities should include

- Taking the minutes of each meeting
- Drawing up the agenda and circulating it
- Receiving and replying to letters on behalf of the Council
- Drawing up proposals on behalf of the Council

### **Role of the Treasurer**

The treasurer should be elected by the Council at the first meeting and should be a 5<sup>th</sup> or 6<sup>th</sup> Year

The treasurer's responsibilities include:

- Keeping Council accounts eg fundraising
- Planning for financing council events
- Writing up a financial report
- Selling the Students' Council badges

### **Role of PRO**

The PRO should be elected by the Council at the first meeting and should have a junior and senior representative.

## **Format of Meetings**

All business should be conducted through the Chair (NB)

Minutes are read and adopted

Matters arising from the minutes are discussed

The agenda is dealt with and decisions arrived at

Any other business

Meeting is closed by the Chairperson

## **Valid Quorum**

A meeting is not valid unless there is a valid quorum. A meeting of the Students' Council should not be held unless there is a valid quorum. The quorum should be twelve.

## **Agenda**

- A time limit will be set by the Council before which items for inclusion on the agenda must be presented before the scheduled meeting
- The Head Boy and Head Girl will then consider drawing up proposals for the agenda
- The agenda should be circulated to Student Council representatives on the day of the meeting

## **Voting within the Students' Council**

Each representative will have one vote. Neither teacher representatives will have a vote. A proposal must have two thirds majority of the Council in favour before being passed.

## **Discipline**

- No person may be discussed or named during Council meetings
- If a representative is deemed to be in breach of the code of behaviour the Students' Council may take action in the form of
  - A verbal warning
  - Suspension from the Council
  - Expulsion from the Council

- Any student representative who is suspended from school is automatically expelled for the Students' Council

## **Communication**

### **A. With Student Body**

- a. Class representatives should report back to their classes after each meeting with a verbal report in a suitable class
- b. Class representatives should then listen to the concerns of the students and take motions for discussion at the following meeting
- c. The Council may produce a newsletter for the student body on the screens in each social area

### **B. With the Principal**

The Head Boy and Head Girl (Chairperson) should meet with the Principal after each meeting. Recommendations and decisions should be discussed and reported back to the Students' Council

### **C With Staff**

The representatives should report back to the staff after each meeting

The Students' Council may be invited to speak to the staff on matters of concern to either party

## **Evaluation**

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## **Review**

This constitution may be reviewed at the end of each year by a decision of the Students' Council. (Last review - 2011 - 2012)

## **Rules of the Students' Council**

1. The Chairperson has responsibility for the orderly conduct of the meeting and will be heard in silence speaking

2. Contributions from individual members on any given topic are limited
3. Speakers should not be interrupted
4. Those wishing to contribute should attract the attention of the Chairperson by raising their hand, then be invited to speak in order
5. Precedence should be given to speakers who have not already made contributions during a discussion
6. Speakers should address their comments to the Chairperson when speaking and not directly to another member
7. A member may request clarification on a point made
8. Personal comments about speakers are not allowed

The following motions can be put forward during a meeting:

- a. That the matter now be put to a vote
- b. That the matter not be put to a vote at all
- c. That the matter be adjourned until a later date
- d. That the matter be referred to a specific group or committee
- e. That a motion be taken in parts to facilitate people who agree with some but not all of a particular proposal

Procedural motions require a proposer and a seconder. The proposer is allowed one minute to make their case. One speaker from the meeting will also be allowed speak against the motion. It is then put forward to a vote. If the vote fails, then the same procedural motion cannot be raised again in relation to the same agenda item.