



Assumption Secondary School
Student Representative
Council (SRC) Constitution

Student Representative Council Constitution



Mission Statement

We endeavour to educate young women in an inclusive, caring, Christian atmosphere of respect for self, others and the environment.

We value freedom, equality and security and strive to promote the growth of positive thinking, self-worth and justice.

What is a Student Council?

A Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, the Student Voice Co-ordinator, staff and parents for the benefit of the school and its students.

Role of the Student Council

- To act as role models for other students and to uphold the school rules at all times.
- To provide a forum for students to voice their opinions on relevant issues.
- To enhance communication between students, staff, management and parents.
- To help in creating a happy atmosphere and positive school relationships.
- To organise, promote and run school events which boost morale both within and between year groups.
- To contribute to overall school development by being involved in school policy formulation.
- To assist and be present at various school functions and on formal occasions.
- To make an annual report to the Board of Management.

Structure of the Student Representative Council (SRC)

- Head Girl (Chairperson)
- Deputy Head Girl (Secretary)
- Two Representatives from each class group.

Nominations and Elections

- The SRC class representatives (reps.) are elected in September each year.
- Nominations will be sought from each class following presentations made by the candidates.
- An official nomination form will be completed by the teacher in charge.
- The nomination form will be given to the Student Voice Co-ordinator prior to the election.
- SRC Elections will be organised by Prefects under the guidance of the Student Voice Co-ordinator.
- Voting is by secret ballot.
- Elections are by straight vote i.e. the two students with the most votes will be the SRC Representatives.
- Senior Prefects count votes and announce results.

Head Girl and Deputy Head Girl

- Fifth year Prefects can apply for the positions of Head Girl and or Deputy Head girl. Each applicant must submit a Curriculum Vitae and letter of application.
- Interviews will be conducted by the Principal, Deputy Principal and the Student Voice Co-ordinator.
- Applicants will make a brief presentation to staff and the sixth year student body.
- Staff and students vote for their preferred candidate via 'Straight Vote'.
- There will be separate Ballot Boxes for the position of Head Girl and Deputy Head Girl.
- Selection is based on
 1. CV and Letter of Application
 2. Interview
 3. Presentation to staff and students
 4. Staff and student votes.
- The Head Girl and Deputy Head Girl are introduced to the student body at the annual Awards Ceremony in May.

Term of Office

- SRC Reps-September to May
- Head Girl and Deputy Head girl – September to May

Student Council Officers

- Head Girl -Chairperson
- Deputy Head Girl - Secretary

Meetings and Decision Making

- The Student Voice Co-ordinator will be present at all meetings
- The Principal and Deputy Principal have an open invitation.
- The SRC meet at regular intervals during the school year.
- Council members are expected to attend all meetings.
- A meeting schedule (subject to change) is posted at the start of each term.
- For all meetings an agenda must be prepared and minutes recorded.
- All ideas should be discussed and everyone's opinion is taken on board.
- All SRC members must 'speak through the chair'.
- Decisions are taken on majority vote with the Chairperson (Head Girl) having the casting vote.
- All issues discussed must be treated with discretion and confidentiality.

Sub Committees

The student Council may form Sub Committees at council meetings. These committees will report to the SRC on a regular basis.

Exclusions

It is not permitted to make any uncomplimentary mention of staff, school management team, or student by name or implication. Individual grievances or disciplinary matters involving a student or group of students are not to be mentioned. School rules and the disciplinary code are not to be discussed.

Student Voice Co-ordinator

The main role of the liaison teacher is:

- To promote the interests of the SRC.
- To assist and advise the council.
- To be the link between SRC, teachers and school management.

- To attend SRC meetings and provide guidance and information.
- To provide training and team development activities for the Student Council.
- To help raise the profile of the SRC.
- To help ensure that the student council is involved in all parts of student life.
- To monitor and evaluate the development of the SRC

Removing Student Council Members and Filling Vacancies

Reasons for removal:

- Non attendance at two meetings without a valid reason
- A student does not actively participate in SRC activities
- A student uses their position in a negative way
- A student has been disruptive and uncooperative to staff or students
- A student is involved in a serious breach of the school's Code of Behaviour e.g. suspension.
- A student leaves the school or chooses to leave the SRC or opt out of duties

A student engaging in any of the above will be removed from the SRC by the Chairperson following consultation with the Student Voice Co-ordinator.

If a vacancy arises either by a student leaving the school or having been removed the next student in line from the year group elections will take her place. This system will also be used to replace the Head Girl or Deputy Head girl. The Student Voice Co-ordinator will have kept the results from the election. However if it is late in the school year the vacancy may remain unfilled.

Dissolution of the SRC

Normally a Student Council is dissolved when the terms of office of the members expires. The Board of Management of the school may dissolve the Student Council before the expiry of the term in exceptional circumstances after consultation with all concerned.

Circumstances that may require the early dissolution of a Student Council include:

- Where a significant number of members of the Council have been involved in a serious breach of the school's Code of Behaviour
- Where serious irregularities have occurred in the election of the Council
- Where the activities of the Council have endangered the welfare of staff or students of the school
- Where serious financial irregularities have occurred

Changes to the Constitution

Any changes must be passed by two-thirds majority of the SRC.

All changes must be presented to the staff and Board of Management for ratification.