



Loreto Secondary School, St Michael's

Student Representative Council

Constitution

Aims

The aims of the Student Representative Council (hereafter SRC or Council) are as follows:

- To foster and facilitate good communication between students, student groups within the school, the student senior leadership team, staff, parents, school management, youth organisations and other appropriate organisations in the wider community.
- To assist school management and the student senior leadership team, when appropriate on school matters and decision-making.
- To help further generate good relations and a sense of wellbeing between students, staff and management.
- To provide certain services for students.
- To ensure that the student voice is heard and that students are recognised as valued stakeholders in their own education.

The SRC does not impinge on the well-established functions of the elected class captains and senior school leaders.

Composition and Election

- The Head Girl and Deputy Head Girl(s), having been elected by their year group are automatically members of the SRC. When only one Deputy Head Girl is elected, one other member of the leadership team, having been elected by her peers, will be selected by the team to act on the Council as the third 6th Year representative.

- Three duly nominated students will be elected from each year group, to represent that year group on the Council, with each student having one vote. Transition Year students will have one representative when there are two TY classes, and two representatives when there are three TY classes.
- Elections for 1st to 5th Year representatives will be held in October each year.
- The term of office is twelve months.

Nomination Process

- Nomination forms must be submitted to the designated election officer (the Liaison Teacher) by the date specified on the nomination form. Nominees must have obtained a signature from two proposers: a student from their year group and their Class Tutor / Year Head. The nomination form must also include the written consent of the candidate being nominated.
- Election information may be broadcast on the intercom system, at year assemblies and on school notice boards.
- The nominees' names are to be published within five working school days after submission.
- Nominees have five school days to canvass for votes in which time candidates may ask their subject teachers' permission to address their classmates and deliver their manifestos.

Election Process

- There will be two voting opportunities during the day of voting:
 - Before registration, from 8:00 am to 8:45 am
 - At lunchtime, from 1:05 pm to 1:50 pm
- Voting must be by secret ballot and take place in students' free time only. Permission to run the election must be sought from the Principal (or one of the Deputy Principals).
- A committee of students approved by the Liaison Teacher will be formed to supervise the polling stations. This committee will check the identity (by means of the student journal) of those voting and tick off the register of electors (the relevant year group listings). This committee will also assist in the counting of the votes, which will take place immediately after voting closes.
- The elected students' term of office begins immediately following the publication of the results of the election. The term of office is twelve months. A student may seek re-election the following year, but no student may serve more than two consecutive terms of office (unless having been elected for two consecutive terms of office, a student is subsequently voted Head Girl or Deputy Head Girl).
- Elections will be by proportional representation.
- The list of elected members will be published not more than ten working school days after the date of the election.
- Results are final and may not be appealed.

SRC Officers

Chairperson

The Head Girl, or in her absence, one of the Deputy Head Girls or the other 6th Year representative, will act as Chairperson. The Chairperson's duties are as follows:

- Act as chief spokesperson of the SRC
- Call meetings of the SRC
- With SRC members, draw up the agenda for each meeting
- Chair meetings in a fair manner, ensuring that all have an equal say
- Sign any letters, notices, etc that are issued by the SRC
- Liaise with school authorities
- Address attendees at whole-school events and on Open Night
- Ensure that the SRC is run effectively and efficiently

The Secretary

The Secretary's duties are as follows:

- Take the minutes at meetings and write them up
- Distribute and read out the minutes from previous meetings
- Make progress reports, keep records of all work being carried out, and post those records on the notice board of the SRC
- Take a roll of members, teachers and guest speakers present at a meeting

The Treasurers

Two Treasurers will be elected. Their duties are as follows:

- Keep financial records in order and report to the SRC regularly on the current financial status of the Council
- Pay bills and control petty cash
- Must obtain the permission of the Chairperson before expenditure can take place
- Prepare and present a financial report to the SRC at the last Council meeting of the summer term and present the financial report to the Principal

A SRC bank account may only be opened with the express authorisation of the Board of Management, and following a formal detailed proposal and plan by the SRC.

Where a SRC bank account exists, a teacher must be a signatory of the account in conjunction with the Chairperson or Secretary of the SRC.

Any fund-raising activity must take account of other school activities and events, and must have the formal approval of the school management or the Principal.

Public Relations Officers

The PR Officers' duties are as follows:

- Keep students informed about the activities of the SRC by means of the school intercom, year group assemblies, etc

- Maintain and update the notice board of the SRC
- Feed information on SRC activities into student and parent publications
- Feed information on SRC activities into school social media
- Deliver presentations at youth seminars

Other SRC Officers

At times, other roles may be created according to the Council's and the school's needs (e.g. Art Director, Policies Coordinator, etc). Such roles may cease to exist if no longer deemed necessary (e.g. Web Page Controller).

Meetings

- The SRC must meet at least once a term. Meetings are typically held weekly.
- Meetings are called by the Chairperson.
- In exceptional circumstances, any six members of the Council may call a meeting.
- Except in exceptional circumstances, all Council members and the Liaison Teacher must be given a week's notice of a meeting.
- Any student or member of staff may suggest items for inclusion on the agenda. This may be done by any of the following means, at least one week before the date of a meeting:
 - Using the suggestion box at the SRC notice board (Such suggestions must be signed.)
 - Using one's school e-mail account to write to the school e-mail account of any member of the Council or the Liaison Teacher
 - Speaking directly to any member of the Council or the Liaison Teacher
- Where possible, an agenda will include an item of "any other business" (AOB), to allow for the discussion of later submissions.
- Quorum: At least 50% of members must be present for a meeting to take place and / or a decision to be taken.
- Students must speak through the Chairperson, and no one may be interrupted.
- Ideas must be well researched, be of valuable quality and be of general concern.
- The Council will not discuss any individuals or a specific department. Issues of a disciplinary, academic or personal nature concerning any individual in the school are deemed to be outside the scope of the SRC.
- Records of persons attending each Council meeting must be kept.
- Decisions made at Council meetings must be posted on the SRC notice board within two weeks of the meeting.
- When making a decision a vote will be taken, and where the votes are divided evenly, the Chairperson will have the casting vote. In such circumstances the Chairperson can adjourn the meeting, and take some time to consider the matter.
- A staff member will attend all meetings. This is usually the Liaison Teacher. The staff member will act as liaison between staff, management and students, and will provide information, guidance and advice. The

staff member will not have a vote on the SRC, but will have the power of veto and referral to management if a decision has the potential to cause hazard or bring the school into disrepute.

Sub-Committees

- Sub-committees may be formed as required with appropriate agreed representation from among the SRC members. Such sub-committees must be composed of at least six members and will be appointed at a formal meeting of the entire Council.
- Planned activities of sub-committees must be presented to a meeting of the entire Council for approval.

Miscellaneous

- SRC members who are absent from two consecutive meetings without adequate reason will cease to be members of the Council.
- SRC members represent the student body and are expected to conduct themselves in a way that will not bring the Council into disrepute. The school management reserves the right to suspend the membership of any member whose conduct damages the reputation of the Council and / or the school.
- In serious circumstances, the Board of Management or the Principal will have the right to remove a member from the SRC. These circumstances include: undermining the aims of the Council, undermining school ethos, creating a hazardous situation.

Changes to the Constitution of the SRC

- Any change to the Constitution of the SRC requires a two-thirds majority vote, which will take place at a formal meeting of the entire Council.
 - Proposed changes must be circulated to all members of the Council, and to school management, at least three weeks in advance of the vote.
 - Any proposed change to the constitution must be discussed in advance with the Principal, and requires Board of Management approval.
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Last updated by the SRC of 2019-20.