Student Representative Council

Constitution

1. Name

1.1 The name of the organisation shall be the Port Douglas State School Student Representative Council (SRC)

2. Role

2.1

a) To organise co-ordinate and participate in

i) School/student activities

ii) Decision making activities

iii) Some fund raising activities

b) To liaise between – students and staff – school and community

c) To carry out its own decisions

2.2 Aims

a) To provide a forum for student opinion

b) To develop leadership

c) To promote improvement in the school

d) To promote school spirit

2.3 The Council’s authority shall be limited by this constitution and the decisions of the Principal.

3. Membership

3.1 The 2015 SRC shall consist of 22 members, comprising of the following:

a) School Captains (2), 1 boy/1girl Year 6

b) School Vice Captains (2), 1 boy/1girl Year 6
c) House Captains (8) 2 from each house.

d) Reef Guardians (8).

e) SRC Co-ordinator

f) Principal

3.2 The School Captains cannot be House Captains.

3.3 The SRC Co-ordinator is an optional position and can be assumed by the Principal.

3.4 The Principal (or a representative) may attend as his/her discretion, whereupon they will have the right to discuss and vote on any SRC business.

3.5 The SRC Co-ordinator shall be appointed by the Principal.

3.6 The Chairperson may have a member who persistently interferes with the good conduct of the SRC suspended from participating in SRC meetings and activities.

3.7 It shall be the duty of members to attend SRC meetings. A member will automatically forfeit their position on SRC if:

a) On more than three occasions, during their term in office is absent

b) On more than three occasions they are suspended from the SRC under clause 3.6

3.8 If a member forfeits their position by the clause 3.7 or by resigning, then the member will be replaced.

4. Elections

4.1 The SRCs term in office will extend from February to December.

4.2 For the 2015 school year, elections for the School Captains shall occur in term 4 2014. House Captains and Reef Guardians will be elected in term 1 2015. School Captain elections will be carried out in the order below.

4.3 The method of election for the School Captains shall involve written application to the principal from Year 5 students. The top 10 applicants (male and female), will be eligible to be interviewed for the position. The interview panel will consist of the Principal, a P&C representative, SRC co-ordinator and a school captain. The applicants must also be prepared and present a speech in front of current School Captains, House Captains, All Year 3,4,5,6 and 7 students, and staff. A secret ballot of the groups mentioned will then
determine the School Captains for the coming year. Year 6 & 7 students will not cast votes in the election. School Captains will be announced at the End of year Concert.

4.4 The method for election of House Captains will be by secret ballot of all students from the nominated students House after the students have delivered a speech to their House members.

4.5 Reef Guardians will deliver a speech to the year 6 and 7 students and a secret ballot will be held for all year 6 and 7 students.

5. Positions

5.1 The School Captains shall have the role of Chairperson and Secretary (and will have the option to share the positions responsibilities).

5.2 The following positions shall be filled by nominations and voting if appropriate at the AGM

a) Newsletter Reporter

b) Publicity Officer

c) Caretaker of the Notice Board

d) Treasurer

6. Duties officers

6.1 The Chairperson shall be responsible for the continuity of meetings and overall co-ordination of the SRC.

6.2 The Secretary will record and distribute the minutes and accept agenda items.

6.3 The Publicity Officer shall be responsible for the in school publicity of events.

6.4 The Newsletter Reporter shall enter a brief summary of SRC business and messages in the school newsletter.

6.5 The Caretaker of the Notice Board shall be responsible for placing a copy of the minutes, the agenda for the next meeting and any other advertisements deemed necessary by the SRC on the notice board.

6.6 The Treasurer shall be responsible for keeping a record of all financial matters received/allocated and report regularly to the SRC on the current state of affairs.
6.7 The SRC Co-ordinator shall provide advice to the SRC when asked and will liaise between the SRC and the Staff body.

6.8 Representatives of committees formed by the SRC may attend meetings and will provide reports of that committee’s progress on its allotted task.

6.9

7. Meetings

7.1 Ordinary meetings shall occur fortnightly out of normal teaching times.

7.2 Any member of the school community may attend a meeting. Any non-member of the SRC will have the authority to discuss SRC business but will not have voting rights.

7.3 Special meetings of the SRC may be called by the Principal, the Chairperson of the SRC Co-ordinator and will be held at a time that is appropriate.

7.4 The Annual General Meeting (AGM) will be held in February.

7.5 Persons or groups wishing assistance from the SRC will be represented at the meeting during which their submission is discussed.

7.6 All student based fundraising activities to be held within the school shall pass through the SRC for approval, by way of a written submission.

7.7 A quorum shall consist of 8 members.

8. Meeting procedures

8.1 The procedure for debate shall follow modified Parliamentary Procedure.

8.2 The standard procedure shall follow in this order:

a) Attendance recorded, roll marked
b) Minutes of previous meeting read and accepted
c) Business arising from the minutes
d) Correspondence
e) Treasury Report

Any other business if time permits and the SRC is agreeable
f) Accepting of the following weeks agenda items where appropriate

g) Close of meeting

8.3 Motions must be moved and seconded before debate begins.

8.4 Debate shall be controlled by the Chairperson who may call for a vote at any time during the debate.

8.5 Chairperson may appoint a time-keeper to control debate is appropriate.

8.6 Debate will alternate between speakers for and against the proposed motion. Each member will only have one opportunity to debate.

8.7 All voting shall be by simple majority unless specified by this Constitution. The Chairperson shall have the casting vote.

8.8 All voting shall be by show of hands or voice unless a secret ballot is agreed to by the SRC by way of a show of hands.

9. Committees

9.1 Sub-committees may be formed by the SRC or the executive from members of the SRC and/or the school at large. Sub-committees will deal with specific matters and will liaise between other students and teachers if necessary. The committee will be dissolved when the SRC deems that it has fulfilled its purpose or its continuation will no longer be fruitful.

9.2 Committees shall be represented on the SRC as in clause 6.8 and will be expected to give a report of that committee’s progress in the SRC wishes.

10. Amendments to the Constitution

10.1 Two weeks notice must be given of proposed amendments. Adoption will require a two thirds majority at a meeting at which 90% of the SRC is present and voting.

10.2 The Principal retains the right to over-rule any amendments to the Constitution.