



ALBURY HIGH SCHOOL

Student Representative Council

Constitution

~ Ad Astra Per Aspera ~

Adopted by the 2015/16 Student Representative Council.
To take effect 2016/17 term.



The Constitution

Article One: THE NAME

The name of the organisation is the 'Albury High School Student Representative Council'.

Article Two: THE AIMS AND LIMITATIONS OF THE STUDENT REPRESENTATIVE COUNCIL

A. AIMS

1. To represent and act in the interests of the Albury High School student body, providing a voice for the students.
2. To promote the participation of students in decision making processes through effective communications.
3. To provide a channel of information for the students regarding internal and external school activities.
4. To enhance relations between junior and senior students.
5. To advance active communication among other schools' Student Representative Councils and the District Student Representative Council.
6. To improve the quality of the school environment, cooperating with other school bodies to achieve this.
7. To promote the skills of leadership, citizenship and interpersonal relations, so each school community member may become a more effective society member.
8. To lead by example and promote a standardized level of behaviour and representation for the Albury High student body.

B. LIMITATIONS

The constitution and the authority of the Principal of Albury High School limit all actions, proposals, and initiatives made by the Student Representative Council.



Article Three: MEMBERSHIP

A. ORGANISATION

The Student Representative Council will consist of a maximum of thirty two (32) students:

1. In years 8 and 9, there must be a maximum of five (5) representatives.
2. In years 10, 11 and 12, there must be a maximum of six (6) representatives.
3. Five (5) Year 7 representatives will take office at the start of Term 4.

B. ELECTION OF STUDENT REPRESENTATIVE COUNCIL MEMBERS

1. An election of Student Council members will take place every year during Term Three. Nominations will be taken a month prior.
2. At the beginning of Term Four, the new members will be inducted and former members dismissed. Year 12 will remain during Term 3 as a support structure for the Patron whilst completing their Trial HSC examinations.
3. The SRC patron will screen all SRC nominees before their name is added to the ballot. This will involve discussions with the Year Advisors and checking the Welfare system.
4. The SRC nominations will run on a financial year-like basis to allow year 12 students to leave and focus on studies for their last semester and the new Year 7 students to join earlier in the year to replace.
5. Representatives must nominate themselves and be seconded by a teacher.
6. The representatives will be elected using an Exhaustive Optional Preferential voting system, involving a series of ballots.
7. District Representatives are automatically reinstated into the SRC in their second year of district representation.
8. All of the six representatives elected into the SRC in year eleven will carry over to year twelve, allowing them a guaranteed, two year stay in office.

C. ELECTION OF THE BOARD

1. All members of the Executive Board must be members of the Student Representative Council. These elections will take place in early Term Four at the AGM.
2. The Student Representative Council will elect the Executive Board, from the members of the SRC body for the following year. The Senior Executive consists of:
 - 1x President (Year 11).
 - 1x Vice President (Year 10).
 - 2x Secretary (Year 8-11).
 - 2x Treasurer (Year 8-11).
3. The position of Year Representative will be assigned to the elected member with the most votes in their corresponding election.
4. A Board Member or Year Representative who decides to abdicate their position mid-term will be forced to call a Special Meeting to organise a snap election.
5. Students from the SRC will nominate and subsequently make a campaign speech. The determination of whether this student shall run for the Board position will then be decided by the Patron and the existing Board members.



D. ROLES OF THE EXECUTIVE BOARD OF THE STUDENT REPRESENTATIVE COUNCIL

1. The President is responsible for:
 - Providing enthusiastic and strong leadership.
 - Chairing all Student Representative Council meetings.
 - Ensuring that all Student Representative Council projects get underway and run smoothly.
 - Ensuring that the Executive are working to their potential and support their efforts.
 - Taking part in Executive decision making.
 - Consulting with the other Student Representatives and Staff Patron.

2. The Vice President is responsible for:
 - Providing support for the President.
 - Taking on the role of President in his/her absence.
 - Working cooperatively with the Executive.
 - Assisting in the chairing of Student Representative Council meetings.
 - Taking part in Executive decision making.
 - Consulting with the other Student Representatives and Staff Patron.

3. Secretaries are responsible for:
 - Taking the minutes of all Student Representative Council meetings.
 - Receiving and presenting all incoming correspondence to Student Representative Council meetings.
 - Recording Attendance.
 - Sending any letters/proposals to the AHS Executive.
 - Reading the minutes at the meetings of the Student Representative Council.
 - Assisting in meeting procedure.
 - Assisting in the preparation of the Agenda for all meetings.
 - Attending School Council and Parents & Citizens' meetings every month.

4. Treasurers are responsible for:
 - Working with the Staff Patron in collecting and banking monies.
 - Receipting all income.
 - Arranging necessary change and petty cash for all Student Council activities.
 - Counting the money after events.
 - Working in close association with the Staff Patron.
 - Keeping an up-to-date, comprehensive spreadsheet of costs and spendings of the SRC.

5. Representatives are responsible for:
 - Listening to fellow students and reporting and presenting any information, requests, and questions to Student Representative Council meetings.
 - Actively consulting and talking to Representatives and students in their Year.
 - Participating actively in all Student Representative Council meetings and activities.
 - Attending all Student Representative Council Meetings.
 - Acting as Speakers at Year Meetings.
 - Consulting with Year Advisors.



E. ROLES OF THE STUDENT REPRESENTATIVE COUNCIL MEMBERS

1. The Event Co-Ordinators are responsible for:
 - Writing proposals (which must be sent to the Executive through the Secretary).
 - Organising events that have been decided on.
 - Delegating roles for activities, including catering, equipment organisation etc.
 - Running the event on the day.

2. The Caterers are responsible for:
 - Organising food for barbecues, bake sales etc.
 - The collection of money.
 - Preparing of rosters.
 - Notifying canteen of upcoming events.

3. The Equipment Managers are responsible for:
 - Organising the barbecue, tables etc.
 - Liaising with the onsite handymen.
 - Cleaning and maintenance of the required equipment.
 - Signing in and out of borrowed equipment.

4. The Media and Publicity Team are responsible for:
 - Speaking at assemblies.
 - Writing passages for the fortnightly Grapevine.
 - Advertising for the Student Representative Council.
 - The collection of photographs and passages for the School Magazine.

F. TERMINATION OF MEMBERSHIP

1. A Student Representative Council member who is absent for more than three (3) meetings, without valid reason, will be dismissed from the student council.
2. A Student Representative Council member whose behaviour or actions are deemed unacceptable will be dismissed from the student council.
3. A Student Representative Council member who is non-cooperative and defiant will be dismissed from the student council.
4. Any Board Member or Year Representative who fails to comply with the requirements of their job will be placed on probation. If they continue to not meet expectations, they will be removed from their position and will be dismissed from the student council.
5. Any Board Member or Year Representative who abdicates their position will be dismissed from the student council.
6. A Student Representative Council member who fails to comply with the general policies of Albury High School will be dismissed from the student council.



Article Four: MEETINGS

A. GENERAL MEETINGS

1. General meetings will be held every day in roll call and at least one 40 minute meeting every month.
2. Meeting times and venues will be decided by the whole Student Representative Council and accompanying liaison officer.
3. A quorum for a meeting consists of ten student representatives with at least two from each year group.

B. SPECIAL MEETINGS

Any Student Representative may call a special meeting at any time. Such a meeting will function as for a general meeting except the only business to be discussed is that for which the meeting is called.

C. ANNUAL GENERAL MEETING

The Annual General Meeting will take place at the beginning of Term 4, and will involve electing the new Board for the Student Representative Council. This will continue into a Planning Day.

D. PLANNING DAYS

A planning day will be held at the beginning Term 4 and at the start of Term 1 to refine meeting procedure, train in roles and discuss relevant issues and plans.

E. MEETING PROCEDURES

The agenda for a general meeting is as follows:

1. The President declares the meeting open.
2. The Secretary marks attendance.
3. Minutes of the previous meeting are read and adopted, and any business arising is dealt with.
4. Correspondence inwards and outwards is dealt with and adopted.
5. General business.
6. The President declares the meeting closed.

Article Five: COMMITTEES

1. Committees may be formed at the discretion of the Student Representative Council.
2. The job of these committees is to focus on how to promote awareness, raise money and other organisational duties.



Article Six: STAFF PATRON

1. One teacher will be appointed by the Principal to act as the Staff Patron for the Student Representative Council.
2. They may give advice on meeting procedure, and any other matters of business as deemed necessary by the Executive Board or Student Representative Council members.
3. The SRC Patron at meetings, may take part in discussion but have no voting power on the Student Representative Council.
4. The SRC Patron is invited to meet with the Executive Board and/or Student Representative Council members and assist with arranging business and meetings.
5. The SRC Patron does not have to be present for meetings, however must be informed of the time, place and decisions made at said meeting.
6. The SRC Patron is in charge of organising the counting of election votes and releasing a document that names the new representatives.

Article Seven: COMMUNICATION

1. Minutes of Student Representative Council meeting will be recorded and placed in the Student Representative Council minutes book and will be emailed around.
2. A Student Representative Council report will be placed in the Grapevine every fortnight, or when necessary.
3. A report will be given on assembly either after a meeting or wherever otherwise appropriate.
4. A report will be written by the Media and Publicity team to appear in the Albury High School magazine, the "Southern Cross".

Article Eight: AMENDMENTS

Notice on intended amendments to the constitution must follow the following procedure:

1. All Student Representatives must be informed of the proposed changes or additions two weeks (14 days) in advance, and;
2. The changes must be discussed and passed by a quorum at a duly constituted meeting of the Student Representative Council.

Constitution revised using 2014/2015 Constitution in conjunction with the 2004 Constitution.

Adopted by the Student Representative Council 2016.