

Constitution of Coachford College Student Council

1. The name of the council shall be Coachford College Student Council.
2. **Aims:**
To enhance communication between students, management, staff and parents. To promote friendship and respect among pupils. To support the management and staff in the development of the school. To respect the views of the students on matters of general concern to them. To afford students the opportunity to participate in the democratic process.
3. **Structure:**
The council shall have a tripartite structure consisting of:
 - i) Principal
 - ii) An Executive Council
 - iii) A Student Council
 - i) The Principal shall have the powers of sanction and veto over the Student Council and the Executive Council.
 - ii) The Executive Council shall put into effect the decisions of the Student Council as sanctioned by the Principal.
 - iii) The Student Council shall be the largest single body of the three, acting in an advisory capacity with the school authorities.
4. **Representation:**
 - A. The Executive Council shall consist of:
 - i) Twelve students elected from and by the Student Council
 - ii) The Principal/Deputy Principal and one member of teaching staff elected by staff members.
 - B. The Student Council shall consist of:
 - i) The captain and vice-captain from each class
Ex. Officio members:
 - ii) The Principal
 - iii) The Deputy Principal
 - iv) One member of teaching staff of Coachford College

2. Election Procedure:

A – The Executive Council

- The twelve elected members are to be elected from and by members of the student council only. This election to be administered by the moderator. Election using secret ballot to be used. Two students will be elected from each of the junior cycle year groups, a total of six students. Two students will be elected from each of the senior cycle year groups, a total of six students. The students to be elected from each year group must be nominated and elected by the representation on the Student Council by that year group only.
- Officers of the Executive Council to include: Chairperson, Secretary, Assistant Secretary and Treasurer. These to be elected by members of the Executive Council.
The Executive Council to meet once every six weeks. An emergency meeting can be convened if deemed appropriate during any six week period.

B – The Student Council

- The Captain to be elected by his/her class.
The Vice-Captain to be selected by the class tutor. Election and selection procedures to be completed by the end of September and both to be administered by the class tutor. Gender balance to be maintained where possible.
- The Student Council to meet once a term.
- Role of Officers (see attached)
- Code of conduct:
 - i) Members of the student council should realise that membership of the council demands commitment and an ability to accept responsibilities.
 - ii) Members of the student council should exemplify the highest standards of work and conduct as defined by the college authorities.
 - iii) No student involved in any disciplinary matter and/or suspended since the start of the college year (beginning of September) is eligible for membership of the Student Council.
 - iv) A student who is requested to resign (due to continuous failure to attend meetings, lack of commitment to the purpose of the council) shall come before the Executive Council and is given ample opportunity to present his/her case. The decision taken shall be on a majority vote of the Executive Council.
 - v) A student who is a member of the Student Council and is involved in serious misbehaviour should resign.
 - vi) A student who is a member of the Student Council and for reasons of poor work and/or conduct is put on review/suspended should resign.
 - vii) A student breaching v) and/or vi) above may be removed from the Student Council by the Principal.
 - viii) A student who has resigned from the Council may re-apply only after the term of sanction is up. A formal written application to the Council through the Executive Council is required. After consideration of the appeal, the student may be asked to address the Council.
 - ix) Where a member is removed or resigns from the Council and does not re-apply, a student from the class where the resignation occurs will be elected by members of that class.

Notes:

1. A Student Council exists for the duration of one academic year.
2. A student council may form sub committees to plan and oversee specific council activities. A sub committee is required to submit its plan to the Executive Council for approval and should report back to the Executive Council on its activities. A minimum of three members on each sub committee (J.C and S.C students to form each sub committee).
3. Issue(s) relating to staff/staffing is not within the remit of the Student Council. This is clearly stated in the guidelines set out by the Department of Education & Science.

Duties of the (Chairperson)

- Plan an agenda (a guide for a meeting)

- Post the agenda on the notice board one week in advance of meeting
- Ensure all members have a written copy of the agenda
- Start and close each meeting punctually – control the meeting – call the meeting to order
- After minutes of previous meeting are read at the beginning of each meeting (corrections if necessary) – sign the minutes
- At the beginning of each meeting, allow opportunity for members to put matters on the agenda under A.O.B.
- Ensure all items on the agenda are given limited time for discussion (do not go over this time)
- After each item is discussed – call for a vote – majority rules – in case of a tie, chairperson has the casting vote

Duties of the (Vice-Chairperson)

- Assumes Chairpersons responsibilities in his/her absence
- Assists Chairperson

Duties of the Secretary

1. Plan agenda with chairperson
2. Check the roll and record who is present and absent
3. Read the minutes of the last meeting at the beginning of each meeting. Make any corrections/amendments/additions before the chairperson signs them.
4. Keep an account (minutes) of each meeting – minutes to be short – recording only the decisions made. Check minutes with chairperson before next meeting. Put minutes on notice board.
5. Record attendance, excuses, apologies and the time, date and venue of each meeting.
6. Give an account of the correspondence received since the last meeting.
7. Meet with the principal/vice principal and discuss the decisions made at the meeting.

Duties of Assistant Secretary

1. Assumes Secretary's responsibilities in his/her absences
2. Assists Secretary

Duties of the Treasurer

1. Record accurately the financial dealings of the Council
2. At each meeting, a brief account of money spent/received since previous meeting
3. Prepare a yearly financial report
4. Record income/expenditure of Council using some ledger/book
5. Keep receipts of money spent
6. Keep his/her records/bank deposit book in a safe place
7. Lodge cash as quickly as possible (school bank/credit union)
8. Assists in any fundraising activities
9. Meet with the principal/vice principal and discuss the decisions made at the meeting
10. Plan agenda with chairperson

Note: Chairperson/Vice Chairperson/Secretary/Assistant Secretary/Treasurer to meet approximately 10 days before each meeting to finalise agenda for that meeting.

The role of the pupil councillor

1. Take written submissions from classmates and bring to attention of students in Executive Council from your year group (names of whom will be posted on the notice board)
2. These submissions will be passed on to Chairperson/Vice Chairperson/Secretary/Assistant Secretary/Treasurer for inclusion on the agenda
3. Issues addressed at the Executive Council meetings posted on the notice board – read out and report to the class accurately.
4. Report issues addressed at the Executive Council meeting back to your class (permission of the class teacher required)
5. Chairperson/Vice Chairperson/Secretary/Assistant Secretary/Treasurer to meet approximately 10 days before each meeting to finalise agenda for that meeting. The teacher observer is available to attend this meeting.
6. The persons in #5 above will bring the decisions made to the attention of School Management and debate same.
7. Any action taken by School Management will be reported at the next Executive Council meeting.