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## HAY WAR MEMORIAL HIGH STUDENT REPRESENTATIVE COUNCIL CONSTITUTION

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### 1. NAMES

Hay War Memorial High School - Student Representative Council. Which may be referred to as the SRC.

### 2. AIMS

#### (a) Purpose

Hay War Memorial High School Student Representative Council members are active and make many positive contributions to the school. The Council is represented by students from Years 7-12 and meets regularly to discuss and act upon student issues.

All students can exercise leadership by taking part in co-curricular sporting, creative and cultural activities. The school realises the importance of students experiencing positions of responsibility and leadership as the associated challenges assist in developing personal skills, values and goals.

- To create a forum where students can discuss issues and concerns that relate to them.
- To provide a formal voice for students.
- To provide a link between students, staff and administration of the school.
- To communicate important information to all students.
- To promote school spirit.
- To develop an avenue to encourage leadership and to elect school captains.
- To encourage community activities including, involvement in environmental groups, clean-up days, tree planting, Legacy Day, ANZAC Day Marches, etc.
- To hold forums on important issues of concern for students.
- To organise activities for students including socials/fundraisers.
- To provide an avenue for school leaders to gain opinions from the school body.
- To liaise with the local community.

#### (b) Responsibilities

- To develop student leadership throughout the school.
- To represent their year level & provide feedback on a regular basis.
- To carry out decisions of the SRC.
- To organise activities.
- To maintain a standard of behaviour, in line with HWMHS Student Discipline Policy.
- To listen to everyone's views.
- To share in the decision making.
- To share in doing the work and being involved in activities.
- To turn up on time to all meetings.

- To follow the meeting rules.
- To keep a positive attitude towards the SRC.
- To be proactive & make suggestions for activities that could be done.
- To promote the SRC in the best way they can & act in the best interest of the school.
- To maintain a minimum of 80% attendance rate at all SRC meetings and participation in all group activities.

(c) Limitations

- The SRC is bound by its Constitution.
- The SRC makes recommendations to the Principal.
- The SRC to spend monies responsibly and within its budget.

(d) Definitions

The Council is a member of an internal group of Hay War Memorial High School.

### **3. MEMBERSHIP**

(a) Representation – **SRC**

- A total of *up to* 26 representatives.
- There will be up to 4 representatives in each year group, except in Year 12 where there can be up to 6 representatives.
- Attendance for Senior Students is compulsory in Terms 1 & 2, but optional in Term 3.
- School Captains and Vice Captains are automatically members of the SRC.
- Two positions can be filled by the Principal following consideration of student applications to join the SRC but not exceed the total number of representatives.
- All SRC members will be required to be nominated each year for re-election.
- All SRC representatives will be required to be re-elected to be eligible to become a SRC member, except for the School Captains and Vice Captains.

(b) Termination

- If a member misses three meetings in a row, without a valid reason, their position is declared vacant by the SRC Coordinator. All positions will remain vacant until the next election mid-way through Term 4 each year.
- Terminations may also apply for major misbehaviour within the school, whilst on excursions and at meetings in line with the Student Discipline Policy
- The terminated member has the right to appeal – all appeals are to be in writing to the SRC Coordinator.
- A panel including the Principal, 1 x Year Advisor and SRC Coordinator will review the appeal and make a final recommendation.
- Members must adhere to the School uniform and attendance policy.

#### **4. ELECTIONS**

Are held mid-way through Term 4 of each year (Term 1 for Year 7), via a secret ballot, using the preferential system. SRC members are required to be nominated each year for re-election. School Captains and Vice Captains are automatically in the SRC.

##### **(a) Nominations**

- Nomination forms will be available from the SRC Coordinator at least two weeks before the election.
- Nominees must sign their nomination form with one seconder from their Year and have two teacher's signatures as approval for the nomination.
- Nominations must be in by the due time to be valid.

##### **(b) Electoral Procedures**

- Voting is by secret ballot.
- All students in the year are eligible to vote for their representative.
- Students will indicate their choice by placing a preferential number against the nominees.
- Counting is by preferential system.
- All elections will take place mid-way through Term 4 each year (Term 1 for Year 7) to determine student representation of each year group for the following year (of that year for Year 7).
- SRC term of office is from the announcement of election results until the next election.
- Three scrutineers will be required at the election count to include the SRC Co-ordinator, Principal and P&C President (or representative).

#### **5. POSITIONS**

- Elections for officer bearers are to take place at the first meeting after the Year 7 election in Term 1. The following positions will be offered.

##### **(a) Chairpersons (2)**

- To be responsible for the continuity of the meetings.

##### **(b) Minutes Secretary**

- To be responsible for preparing the Agenda and taking the Minutes for the meetings.

##### **(c) Correspondence Secretary**

- To be responsible for disseminating information received in correspondence.

##### **(d) Treasurer**

- To be responsible to report on the in and out goings of money.

(e) Publicity Officer(s)

- To be responsible for information going into the What's Happening Newsletter, the school magazine and organising publicity for SRC events and activities.

**6. MEETINGS**

- Meetings will be conducted in a semi-formal manner with an agenda and minutes taken.
- SRC meetings are held fortnightly during lunch (or more regularly if deemed necessary).
- SRC members will be required to meet with the School Staff at Staff Meetings 3 times a term to provide SRC feedback.
- Four SRC members are to be elected by the SRC to be a representative on the School Council. Two members attend a School Council meeting on a rotational basis.
- An agenda will be prepared by the SRC Secretary for each meeting and circulated to all members at least three working days in advance of the meeting. Minutes will be completed, including recommendations and submitted to the next SRC meeting for consideration and adoption. Reports of the SRC meetings will be forwarded to the Principal.
- Meetings can only be held with at least half of the representatives present.

**7. MEETING PROCEDURES**

- a) Chairperson declares the meeting open.
- b) Apologies/attendance check.
- c) Minutes of previous meetings presented and accepted/amended/rejected.
- d) Business Arising from the Minutes, if any.
- e) Guest speakers, if any.
- f) Correspondence Report.
- g) Financial Report.
- h) General Business.
- i) Arrangements for next meeting.
- j) Meeting closed by Chairperson.

**8. AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution are to be approved by the Principal - in writing with notice – 2/3 majority vote for changes is required.

## 9. RIGHT TO VETO

The School Principal has the *right to veto* on any decisions made by the SRC as he/she has responsibility for everything that happens at HWMHS.

### Guidelines

#### *(a) Economic*

##### *Income:*

To be generated by:

- Socials - 3 to be held each year.
- Barbeques at major school events.
- Casual Clothes days.
- Proposed events.

##### *Expenditure*

- Charities

SRC will support one charity. It will be selected by the SRC after a vote has been conducted.

- School Contributions

The SRC will contribute 25% of the years estimated income towards the betterment of the school the student body.

- Events and Activities

Throughout the year the SRC will promote the school and community through a number of innovative and interactive experiences. These events will be shaped and managed by the SRC to raise funds and engage the community and student body in meaningful, safe practices.

- Sponsorship

As an initiative to support the student body and assist them to seize all opportunities presented to them, the SRC will sponsor students who approach the organisation with on reasonable and valid grounds. The amount the student will receive will depend upon the activity they are to be engaged in, travel costs, economic reasons and the worthiness of the activity. SRC will conduct a vote based on all of these factors and will determine a figure.

- Administrative Costs

To continue the effective operation of the SRC, sufficient administration and organisation must be maintained. The SRC will determine the budget for this in consultation with the SRC co-ordinator and funds will be spent when the need arises.

- Conferences/ Leadership Development Days:

The SRC will subsidise these activities.

***(b) School Socials***

- Organisation for social MUST commence Week 1 of each term.
- Socials will be held Thursday, Week 7 of each term unless changed in consultation with the school executive.
- SRC will allocate jobs evenly to students (See attached table).
- Supervision of event: The event is to be split into time allocations. For each allocation, there MUST be at least ONE member of the School Executive, TWO classroom teachers and the SRC Coordinator present. The SRC understands the commitments of the teachers and does not expect any one teacher to supervise the entire social.
- Social tickets will go on sale one week before the event finish on the day of the social at lunch.
- SRC members attending MUST be involved with either the set-up or pack-up of the hall for each social.
- The School Socials are to be held in the Spirit of ANZAC Centre and this venue must be booked with the Deputy Principal.
- Students who are on Steps 3 and 4 are not permitted to attend the School Socials and if a student is placed on Steps 3 or 4 they will be refunded.