

# **Constitution for the Student Council of St Kevin's College**

We, the Students of St Kevin's College, in order to establish a more perfect community, founded on trust, cooperation and respect, which works to promote the common good and strives towards a harmonious and progressive partnership, guided by wisdom, truth and compassion, so that the dignity and well-being of the individual is assured, whilst the order and spirit of the whole is preserved, in order that mental, physical and spiritual development is encouraged; fullest potential is sought after and achieved; love and support is offered by all to all; the fundamental values of faith are cherished; flaws are acknowledged and improved upon; and honest citizenship of society is forged, do hereby adopt, enact and give to ourselves this Constitution.

## **1. Title**

1.1 The body shall be known as the St Kevin's College Student Council.

1.2. A Student Council is a representative structure through which students in a post-primary school can become involved in the affairs of the school, working in partnership with school management and staff and parents for the benefit of the school and its students.

## **2. Objectives of the Student Council**

2.1. To provide a forum, in which student can, in a constructive way, be able to represent the needs, concerns and aspirations of the student body to the rest of the College community.

2.2 To promote the Core Values as defined in the Mission Statement of St Kevin's College.

2.3. To be aware of and embody the Ethos of the College so that all can advance in a spirit of co-operation and mutual support to the benefit of pupils, teachers, parents, guardians and the Community.

2.4. To enhance the lives of the students within the College.

2.5. To assist in the maintenance of a calm, safe and learning environment within the College.

2.6. To act in the common good and promote the happiness of the students.

### 3. Structure of Student Representation

3.1. The Student Council comprises of one Class Representatives from each school class group, the Principal and Deputy-Principal, at least two Teachers and any others the Council may wish to co-opt.

3.2. In the case of an absent student on the Student Council, the respective Teacher representative may appoint a temporary replacement from within the Class Representatives.

3.3. Among other functions the Class Representatives will meet their Student Council Members at least once every month to inform them of the concerns and needs of their fellow students.

### 4. Council Meetings

4.1. Each elected Council will last for 12 months, commencing October of each Year.

4.2. At the first meeting the Student Council will elect a Chairperson and a Secretary from the 5<sup>th</sup> and 6<sup>th</sup> Year Representatives, who shall retain their position for 12 months.

4.3. Council meetings will take place at least once a month during term. The Chairperson may call an extraordinary meeting but notice of at least one week must be given.

4.4. For a valid Council meeting at least 7 Student Council Representatives and a member of College Management or Teaching Staff must be present.

4.5. The Council recognises that problems relating to individual pupils or parents and/or teachers are a matter for determination between the individual pupil and/or parents/guardians and the College authorities

4.6. Only the elected Student Council Representatives may vote on issues. In the case of a split vote the elected Chairperson may exercise a second, casting vote.

4.7. The Student Council Secretary shall keep an attendance of those present for all meetings. Three unexplained absences by a student may lead to the withdrawal of that member. The Secretary shall also record the minutes of the meetings and circulate these to all Student Council Members within 3 school days.

4.8. The Chairman shall be responsible for keeping order at the meetings and enforcing the rules of assembly. Standing orders must be adhered to. All discussions will be “through the chair”.

4.9. Both the Student Council Secretary and Chairperson will draw up the agenda of the following meeting in consultation with the Principal/Deputy-Principal or Teacher representative and shall be included in the circulation of the minutes.

4.10. The Board of Management of the College has the right to suspend or disband the council at its discretion and to amend the Student Council’s Constitution. An explanation of such changes will be given to the Student Council.

4.11. Any sub-committee of the Student Council will be subject to the rules and regulations of the Student Council Constitution.

## 5. Functions of the Student Council Representatives

5.1. Through the act of seeking and accepting election the Student Council Representative has undertaken to:

5.1.1. Undergo an in-service course in Youth Leadership as provided by St Kevin's College

5.1.2. Attend all Student Council and Congress meetings

5.1.3. Represent the needs of the students

5.1.4. Maintain contact with the student body through monthly meetings with the Class Representatives

5.1.5. Act with integrity so as not to harm the good name of the College or student body

5.1.6. Abide by the rules of the Council

## 6. Elections of the Student Council Members

6.1. Elections for Student Council Members shall take place each September.

6.2. Eligibility for election is open to all students of St Kevin's College, each of whom will have one vote.

6.3. Each eligible candidate will be allowed to address their class group for 2 minutes.

6.4. Voting will take place within the Representatives for each class group and will be by secret ballot.

6.5. A Teacher appointed by College Management will act as Returning Officer.

## 7. Replacement of a Student Council Member

7.1. The Student Council will sanction the replacement of a member if:

7.1.1. The majority of Class Representatives from his year express to the Chairman of the Student Council their dissatisfaction with this Student Council Member in writing .

7.1.2. The Student Council Member chooses to resign. In such a case the resignation must be made in writing to the Student Council Secretary.

7.2. Such a decision should be taken on a majority vote of the Council and the member in question should be given adequate notice of the proposal, the reasons therefore and the opportunity to present his case at an extraordinary meeting.

7.3. This new election must be held within 1 week of this meeting in accordance with Article 5.

7.4. Any Class Representative of the same class group may seek candidature for this position including the outgoing student.

## 8. Duties of Class Representatives

8.1. Through the act of seeking and accepting election the Class Representative has undertaken to:

8.1.1. Promote the Core Values as defined in the Mission Statement for St Kevin's College

8.1.2. To be aware of and embody the Ethos of the College so that all can advance in a spirit of co-operation and mutual support to the benefit of pupils, teachers, parents, guardians and the Community.

8.1.3. Represent the needs, concerns and aspirations of his class and fellow students

8.1.4. Enhance the lives of the students within the College

8.1.5. Assist in the maintenance of a calm, safe and learning environment within

the College

8.1.6. To act for the common good and promote the happiness of the students.

8.1.7. Act with integrity so as not to harm the good name of the Class, College or Student Body

8.1.8. Attend all meetings with the Student Council Members

8.2. A Class Representative who is suspended by the College Authorities will forfeit his position as a Class Representative.

8.3. He shall be replaced by another member of his Class group within one week.

## 9. Elections of Class Representatives

9.1. Elections for Class Representatives shall take place by the third week in September or as close as possible to this time.

9.2. Voting procedures are as follows:

9.2.1. Two days before elections, nomination forms must be made available by each respective class tutor.

9.2.2. Students wishing to put themselves forward for election must sign their name on the form and successfully ask two fellow students to propose and second them

9.2.3. A list of all nominations received will be voted upon by the student body of that class

9.2.4. Every student and teacher in the college is entitled to 1 vote

9.2.5. Voting will take place by secret ballot and the Tutor or another teacher appointed by College Management along with a student of his/her choice will act as Returning Officers.

## 10. The Constitution

10.1. The Constitution must be ratified by a two-thirds majority at a Student Congress.

10.2. Changes to the Constitution will be made at a Student Congress. Any such changes will require a two-thirds majority of those present.

10.3. The proposed changes to the Constitution shall bear the names of the Proposer and

Secunder and shall also be communicated to the College Management.

## 11. Student Congress

11.1. The Student Congress shall take place annually in the month of May. The Chairperson and the secretary of the Student Council shall present their reports at the Student Congress.

11.2. Class Representatives shall be given notice of two weeks prior to the Student Congress.

11.3. Motions for the Student Congress shall be proposed and seconded at least one week prior to the Student Congress

11.4. Any notice of a motion for the Student Congress which proposes a change in the Constitution, shall be published to the Student Congress members at least two weeks in advance of the Student Congress.

11.5. The Student Congress shall be chaired by the Chairperson of the Student Council with the Council Secretary acting as secretary.