1. NAMES

Macksville High School - Junior & Senior Student Representative Council. Which may be referred to as (JSRC) & (SRC)

2. AIMS

(a) Purpose

Macksville High School Junior & Senior Student Representative Council members are very active and make many positive contributions to the school. The Council is represented by students from Years 8-12 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, 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 JSRC & SRC
- to organise activities
- to maintain a standard of behaviour which is in line with the MHS Code of Conduct
- 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 JSRC & SRC and discusses any concerns with the school captains
- to be proactive & make suggestions for activities that could be done
- to promote the JSRC & 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

- JSRC & SRC are bound by its Constitution
- SRC makes recommendations to the Principal
- SRC to spend monies responsibly and within its budget

(d) Definitions

The Council is a member of an internal group of Macksville High School.

3. MEMBERSHIP

(a) Representation – SRC

- A total of up to 30 representatives, made up of at least five males and five females from Years, 11 and 12 and three males and three females from Year 10 make up the SRC.
- All representatives must be on Gold level.
- Year 10 representatives have the option to remain on the SRC into Years 11 and 12.
- Attendance for Year 12 is compulsory in Terms 1 & 2, but optional in Term 3

All Year 11 (only) vacant positions during Term 1 will be filled by the Principal following consideration of student applications to join the SRC.

Two positions in Year 11 (only) can be filled by the Principal following consideration of student applications to join the SRC. These nominations will increase the overall numbers by a maximum of two.

A minimum of two Aboriginal students, made up of one male and one female must be included in the SRC. To meet this requirement the Aboriginal Student Body will elect the required members. They will be an addition to the SRC member’s numbers.

(b) Representation - JSRC

- A total of 8 representatives, two males and two females from Years 8 and 9 make up the JSRC.
- All representatives must be on Gold level.
- For 2011 (only) Years 8 and 9 elections will take place at the first year meeting with re-elections due in Term 4.
- All JSRC members will be required to be nominated each year for re-election.
- All JSRC representatives will be required to be re-elected to be eligible to become a SRC member, there is no automatic entry.

A minimum of two Aboriginal students, made up of one male and one female must be included in the JSRC. To meet this requirement the Aboriginal Student Body will elect the required members. They will be an addition to the JSRC member’s numbers.

(c) Termination

- If a member misses three meetings in a row, without a valid reason, their position is declared vacant by the Coordinator. All positions will remain vacant until the next election mid way through Term 3 each year.
- Terminations may also apply for misconduct within the school (taken off Gold level), whilst on excursions and at meetings that are not in line with the MHS Code of Conduct.
The terminated member has the right to appeal – all appeals are to be in writing to the Coordinator.

A panel including the Principal, 1 x Teacher, 1 x Parent representative 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 3 of each year, via a secret ballot, using the preferential system. JSRC members are required to be nominated each year for re-election. Year 10 members are eligible to remain on the SRC into Years 11 & 12.

(a) Nominations

- Nomination forms will be available from the 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 3 each year to determine student representation of each year group for the following year.
- For 2011 (only) Years 8 and 9 elections will take place at the first year meeting with re-elections due in Term 3.

(c) Term of Office

- The JSRC & SRC term of office is from the announcement of election results until the next election.
- If elected as a Year 10 representative, the representative has the option to continue his/her representation on the SRC into Year 11 & Year 12.
- JSRC members will be required to be nominated each year for re-election.

(d) Election of School Captains

- Nominees must apply as in (a) above.
- Nominees must be a member of the SRC.
- Nominees will address a special whole school assembly.
- Two males and two females will be elected by secret ballot, using the preferential system.
- Year 10, 11, 12 and staff are eligible to vote for School Captains.
- The election is held to the ideal of "one person, one vote," meaning that all votes are of equal weight.
- Three scrutineers will be required at the election count to include the Co-ordinator, Principal and P&C President (or representative).
5. POSITIONS

- Elections for officer bearers are to take place at the first meeting of the SRC after the election. 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 Daily Notices, the MHS 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 members will attend a daily Roll Call as a group.
- SRC meetings are held four times per term (or more regularly if deemed necessary).
- SRC members will be required to meet with the Schools Executive once per Term at the discretion of the executive. An agenda will be prepared by SRC for each meeting and circulated to all members and executives at least three working days in advance of the meeting. Minutes will be completed, including recommendations and submitted to the next SRC & Executive Team meeting for consideration and adoption. Reports of the SRC & Executive Team meetings will be forwarded to the next full Executive Team meeting.
- Meetings can only be held with at least half of the representatives present.
- JSRC members are required to attend SRC meetings twice per term.

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) New Business
   i) General Business
   j) Arrangements for next meeting
   k) 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 responsible for everything that happens at MHS.

   *Amended by SRC vote (highlighted): 9 August 2011*