

EUPHEMIA COLLEGE

K-12



STUDENT LEADERSHIP PROCEDURES

2014

Student Leadership

St Euphemia College aims to develop student participation and leadership skills in all students through a variety of specific programs, for example:

- student representative councils (SRC)
- captaincy (such as class, house and/or school)
- prefects
- peer support
- buddy systems
- debating, public speaking
- sport (house captains, representative team captains)
- creative and performing arts
- curriculum involvement/activities in the classroom
- conflict resolution or peer mediation.

These programs aim to:

- provide a wide range of participation and leadership opportunities which cater for all students in the school
- maximise the number and range of students undertaking leadership roles
- ensure that opportunities for student leadership are rotated amongst students
- encourage the School community to participate in school life and to ensure that all students have opportunities to undertake such leadership roles.
- encourage the development of student participation and leadership skills through classroom practice eg. cooperative learning, problem solving and social skills across all Key Learning Areas.

Student Representative Council - SRC

Students from Kindergarten to Year 12 are encouraged to contribute to and participate in decision-making in the School. SRC members represent students in the School and organise ways for students to participate in school life. The Student Representative Council exists to provide opportunities for students to address the interests and concerns of students and to develop leadership skills. In the Primary School, the SRC is referred to as the Prefect Body. In the High School, the SRC comprises of the SRC Committee and the Prefect Body.

Student participation in the SRC provides them with valuable skills including the understanding and application of democratic principles, meeting procedures, financial management, leadership and teamwork. Students develop improved confidence and self-esteem, the ability to express their views openly and experience in communicating/representing their peers to adults.

The functions of the SRC are varied and may include:

- representing the School on behalf of the student community
- organising School social events
- chairing and assisting in running School assemblies
- providing exemplary behaviour and leadership for the student body
- working democratically to represent the student body in School decision-making
- raising student issues that are current to their grade or the School
- being active citizens of the School community
- conducting forums where students, in consultation with teachers, develop ideas and pass them, through the SRC, to the Principal/Director
- having a role in decision-making in policy development in areas such as student welfare, discipline, behaviour, anti-bullying and school uniform
- inviting the Principal, Director, Welfare Coordinator and School Counsellor to participate at SRC meetings
- conducting formal meetings as required. This includes training in proper meeting procedures such as motions, debates, voting on and recording minutes
- raising awareness of issues that affect those in our community

- fundraising in order to improve student facilities within the School and to support a range of selected charities
- hosting special guests.

Refer to [Appendix 1](#) for the Code of Conduct of the SRC.

The Student Representative Council has a substantial budget each year from the money raised at School socials and other events. In recent years some of the money has been spent on improvements around the school, equipment purchases and donations to charity.

Implementation

The high profile of the SRC is facilitated in the following ways:

- students are prepared for and supported in their leadership and decision-making roles through various aspects of the curriculum and school activities
- opportunities to learn leadership skills and be effective team members are provided through participation in student forums where students from many schools meet eg. school captains attending Young Leadership forums
- actively supporting Year 6 student leaders moving into High School to encourage their participation in secondary student leadership programs, including the SRC
- regularly mentioning the activities of student leaders at all levels in School newsletters, websites, assemblies and other public communications
- including students in key roles in school functions and activities
- acknowledging their effort through presentation of badges and certificates of achievement for inclusion in students' portfolios

Elections

The SRC/Prefect Body for the Primary School, comprises of students from Year 6, nominated and voted for by the peers and teachers. Elections for the positions of the Primary SRC/Prefect Body are held throughout the year. The *St Euphemia College Student Representative Council: Rules and Governance for Primary School* includes duties, procedures for elections and expectations (Appendix 2)

The High School SRC comprises students from all years, nominated and voted for by their peers, who then work collaboratively to gain improvements for the general school body. Elections for positions on the High School SRC are held throughout the year. The *St Euphemia College Student Representatives Council: Rules of Governance* includes duties, procedures for elections, and expectations of SRC members (Appendix 4).

Peer Support (K-12)

Communication between all sectors of the School community - students, teachers, parents, caregivers and members of the School community is an important goal. The Peer Support program focuses on developing communication skills, self confidence and self esteem. Improved self awareness and self esteem can help students resist peer group pressure that may be harmful to them.

Peer Support Leaders lead groups of younger students in sessions that provide information about School services and activities, organise games and other learning opportunities.

The program helps students to develop tools for life and satisfaction of contributing positively to the ethos of the School and well being of younger students. Students in high school receive a badge and certificate for the training they have undergone which can be included in their school portfolio.

Selection of Peer Support Leaders

Peer Support Leaders are chosen from students in Year 10. At the start of the school year interested students are required to submit an application outlining the reasons for their suitability and potential contributions to the School community.

The Year 7 and Year 10 coordinators make recommendations to the Principal as to the suitability of the applicant.

Peer Support Activities

Kindergarten and Year 6 – Buddy Systems

Buddy systems can help to promote friendship and support between older and younger peers through regular collaboration between their classes, which fosters a sense of whole-school community.

The key characteristic of the buddy systems is the participation of older students in positive, supportive, structured and facilitated one-on-one relationships with younger students. The buddy systems encourages students and increases bonding more closely with their school within a safe environment, thereby increasing the likelihood of more positive school behaviour and less bullying.

After a few weeks of Kindergarten and once the teacher has evaluated the needs of his/her students, the Kindergarten students are teamed up with their Year 6 buddies. Activities could include:

- an art activity
- teddy bear's picnic
- reading / Mathematics afternoon
- sports lesson etc.

Activities of the High School Peer Support Leaders include the following:

Year 6 High School Visit

Year 6 students are invited to become a High School student for a day. They are given a timetable with periods allocated to them and attend classes according to that timetable. Lessons are conducted in a variety of subjects and include cooking classes, science experiments, mathematics, geography skills and drama workshops among others. The Leader accompanies the group and guides them to the various classes.

St Euphemia College Open Night

Peer Support Leaders act as tour guides for leading Year 6 students, parents, caregivers and interested community members through the School. The Open Night showcases student achievements. The Peer Support Leaders are well informed about school facilities and practices and are trained to point out important facets of these as they conduct the tour. Additionally, they are able to answer most questions posed to them by the visiting students and adults.

Year 7 Peer Support Camp

This is held in the first few weeks of the School year. Year 7 students attend camp along with their Peer Support Leaders. The camp serves as orientation into High School and the main Peer Support activities involve the mentoring of the new Year 7 students thereby easing the transition of Year 6 students into High School.

The aim is to promote a feeling of companionship amongst the students, make schooling more enjoyable, increase social responsibility and secure a safe, enjoyable and supportive school. This is achieved through workshops and team building activities.

Excursions and Recreational Activities

There will be occasions when Peer Support Leaders are invited to attend excursions organised for Year 6 students or Year 7 classes.

School Prefects (6-12)

Students at St Euphemia College have many opportunities to develop their leadership skills and to service their peers and the College community. Prefects have an important leadership role in the School. The School Prefects at St Euphemia College are expected to set the highest example in dress, attendance, conduct and involvement in School affairs. Refer to Appendix 5 for Selection Criteria.

Expectations of School Prefects

The School Prefects are expected to:

- uphold the values of the School and set an example to the student body
- assist in the supervision of the Code of Conduct of the SRC
- provide leadership in group situations
- support staff decisions
- attend and contribute to the Student Representative Council
- represent the School at official functions and other events
- show leadership in the playground
- assist the Principal/Director on formal occasions
- assist at assemblies
- actively promote the School by inspiring student loyalty
- wear the School uniform with pride
- be a positive role model at all times
- be punctual for playground duty
- show empathy towards fellow students.

House Captains and Vice Captains (Years 6-12)

The House Captains promote sports and fitness. Their main role is to serve the School in sports-fitness related activities and events.

Duties of the House Captains and Vice Captains include:

- assisting the Sports Coordinator/PE teacher in any matter relating to sport within the School
- organising and promoting participation by their Houses in the School's sports carnivals
- leading by example in areas of attitude, behaviour and participation, both academically and sporting
- exhibiting leadership qualities and willingness to become involved in school activities
- running house assemblies
- overseeing the entries for house activities
- maintaining team morale
- motivating student participation
- developing a team spirit
- promoting Athletics, Swimming and Cross Country events
- encouraging all team members
- wearing their House Captain badge
- providing leadership to the student body, especially in sport.

APPENDIX 1: THE CODE OF CONDUCT OF THE SRC

Members of the SRC both Junior and Senior will be expected to uphold the following Code of Conduct.

Uniform

Members of the SRC are expected to be well groomed and in full school uniform at all times. The uniform includes any SRC badges that are issued by the School. For further clarification of grooming and appearance please see the section in the school diaries.

Classroom Conduct

SRC representatives will be expected to be on their best behaviour at all times and will work with other students and staff to produce a cohesive and positive learning environment within the classroom. SRC members will also be expected to comply with any directives given by staff and offer assistance when required.

General Behaviour

SRC members are expected to be on their best behaviour at all times, in and out of School. Standards of behaviour should be of an excellent example that other students can follow.

Representing the School

Members of the SRC are expected to represent the School in accordance with the highest standards of appearance and behaviour. This will include all occasions, for example, sporting events, formal functions and excursions. Members of the SRC are expected to be polite and courteous to all members of the public and to representatives from other institutions including staff and students from other schools.

School Activity Participation

Members of the SRC are expected to actively participate in all school functions, whether these be SRC sponsored activities such as school dances or extra curricular activities such as Church attendance and 25 March Celebrations. As Members of the SRC, students are expected to encourage their fellow students to also participate in all school activities and will be expected to promote such activities amongst their peers.

SRC Participation

Members of the SRC are expected to attend all SRC meetings. They are also expected to act in a responsible and constructive manner at these meetings and to represent the ideas and thoughts of their peers in a positive way.

Leadership Qualities

Members of the SRC are expected to comply with all of the above Codes of Conduct. If for any reason any member of the SRC cannot comply with the Code of Conduct they may be required to show cause as to why they should not be removed from the SRC body. Any student of the SRC that feels that he/she may have trouble in meeting their obligations to the SRC should contact the Principal/Delgated Authority.

APPENDIX 2: PRIMARY SRC/PREFECT BODY – RULES OF GOVERNANCE



ST EUPHEMIA COLLEGE PRIMARY SCHOOL

SRC/PREFECT BODY

RULES OF GOVERNANCE

Selection Process of the Prefect Body

- All Year 5 students receive the ‘Rules of Governance - Prefect Procedures’ in Term 1 of the School year and are directed to show the copy to their parents or caregivers. Throughout the year, teachers will monitor the behaviour of the Year 5 cohort and will observe the students in a variety of contexts which provide students the opportunity to display their leadership qualities and demonstrate other positive attributes which are contained in the School’s Code of Conduct.
- This handout describes the qualities and attributes that are needed by student leaders to undertake one of the positions of student leadership at St Euphemia College.
- In Term 3, students are given the opportunity to apply for a leadership position. This involves completing a Prefect Body Nomination Form and submitting it to the Director of the Primary School.
- In Term 3, the candidates are given an opportunity to address the students and teachers at a formal assembly and to deliver a speech and put forth their reasons for wanting to be selected as part of the Prefect Body.

Composition

- SRC/Prefect Body shall consist of twelve elected members (six male and six female) from Year 6.
- These numbers may vary at the Principal’s/Director’s discretion.

Term of Prefect Body

- The term of the Prefect Body will be from the beginning of Term 4 of Year 5 to the end of Term 4 of Year 6.

Election Process of the Prefect Body

- Elections for the Prefect Body will be held during the third term of the Year 5 school year.
- The elections will be run by the SRC Coordinator. The results will be scrutinised by the SRC Coordinator and the Director of the Primary School.
- All current Year 5 students who have satisfied the criteria as outlined in (Appendix 1) will be eligible to run for the Prefect Body.
- Photos of the candidates will be displayed in the Voting Room. Each teacher from Years 3 to 6 will take their classes down to the voting room. Students will be given a ballot form and instructed to tick the name of one boy and one girl. Ballot papers are to be anonymous. Students will place their ballot papers into a voting box, which will be kept in the Director’s Office at the end of each day.
- Students and teaching staff will vote in the elections.
- These procedures may vary at the Principal’s/Director’s discretion.

Counting of Votes

- The successful candidates will attain the highest votes in a ‘first past the post’ system.
- These votes will be counted by the SRC Coordinator/ Director and kept confidential.

Announcement of the Prefect Body

- The candidates are invited to the Director's Office in the presence of the SRC Coordinator. They are thanked for their nominations and the results of the successful candidates are announced.

Election Process of the School and Vice Captains

- Only members of the elected Prefect body will be eligible to run for School Captains and Vice Captains.
- There will be one male captain and one female captain. There will also be one male vice captain and one female vice captain.
- The elections for School Captains and Vice Captains will be held during Term 4 of the Year 5 school year. These elections will take place after the positions of the new Prefect Body have been announced.
- Only Year 5 students selected for the prefect body and teaching staff will vote in the elections.
- Voters will be required to place a tick next to the candidate of their choice.
- The successful candidates for School Captains will attain the highest amount of votes and the Vice – Captains the second highest.
- The students selected to the positions of leadership will be given a description of their roles and responsibilities in the form of a contract at the commencement of the New Year. (Appendix 3)

Expulsion of the Prefect Body

- If any student who holds a position of SRC cannot fulfill their duties or are in breach of the School's Code of Conduct, they may be asked to resign their position.

Fundraising of the SRC

- All money raised by SRC fund raising activities is considered to be School funds and will be used to support School activities as approved by the Principal/Director.

Selection Criteria for Prefect Nomination

The following criteria outline the qualities and personal attributes required by a student to undertake the roles and responsibilities of a School prefect.

CRITERIA
• Has the appropriate communication skills to act as a spokesperson for their peers and school
• Always acts in accordance with the expectations of the School
• Has earned the respect of their peers
• Works well with others
• Models exemplary behaviour
• Has regularly attended school and Sunday Liturgies
• Has been actively involved in cocurricular School activities
• Always wears the School uniform correctly and with pride
• Has maintained positive working habits in class

Expectations of School Prefects

- uphold the values of the School and set an example to the student body
- assist in the supervision of students
- provide leadership in group situations
- support staff decisions
- represent the School at School activities and functions
- show leadership in the playground
- assist the Principal/Director
- assist at assemblies
- actively promote the School by inspiring student loyalty
- wear the school uniform with pride
- be a positive role model at all times
- assist the School in fundraising events
- be punctual for playground duty.

ST EUPHEMIA COLLEGE

Strive for Excellence

Dear Parents,
Congratulations! Your son/daughter has been elected to represent the School as part of the Prefect Body of the Primary School.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understood these points.

Role Description:

- Be a positive role model and demonstrate leadership to the student body.
- Represent the student body at school and community functions.
- Actively participate in school assembly programs.
- Chair Prefect Body meetings with the assistance of the teaching staff as requested.
- Encourage peers to take pride in their School.
- Assist students in need.
- Willingly help teachers and other staff members when requested.
- Work well as a team member.

Essential Criteria:

- Demonstrate the ability to speak confidently in public.
- Demonstrate the ability to maintain acceptable standards of work and behaviour in class and school activities.
- Demonstrate school spirit and pride by:
 1. Wearing correct school uniform in the correct manner at all times.
 2. Following the school rules.
 3. Participating in a number of school activities.
 4. Showing trustworthiness, courtesy, integrity, honesty, reliability, helpfulness and respect to all staff members.

Agreement:

Elected captains and prefects agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The Principal or the Director of the Primary School reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

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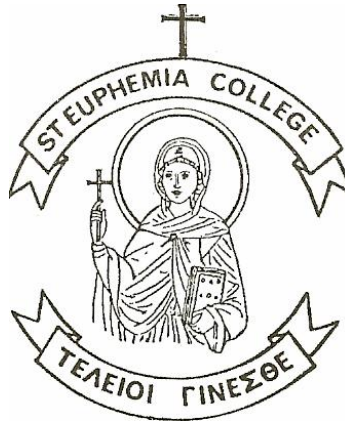
School Captains and Prefects

I have read and understood the role description, essential criteria and agreement required to hold the position of a Captain or Prefect at St Euphemia College and agree to fulfil my duties as required.

Student signature: _____

Parent signature: _____ Date: _____

APPENDIX 4: SRC – RULES OF GOVERNANCE



ST EUPHEMIA COLLEGE HIGH SCHOOL

STUDENTS REPRESENTATIVE COUNCIL

RULES OF GOVERNANCE

SRC RULES OF GOVERNANCE

PREAMBLE

We, the students of the St Euphemia College High School, strongly believe that student involvement in School affairs should be predicated upon responsiveness, accountability and broad participation. To this end, we hereby establish these Rules of Governance of the Student Representative Council. The rules will help to establish a Student Body entrusted to represent the views and issues affecting the general student population and to initiate and implement student activities in a responsible and efficient manner.

ARTICLES

ARTICLE ONE: STUDENT REPRESENTATIVE COUNCIL

Section I Name

The official title of this organisation shall be The Student Representative Council of the St Euphemia College High School.

Section II Composition

1. Student Representative Council shall consist of twenty elected members.
2. The Prefect Body will consist of the twelve elected members (six male and six female) from Year 12. The junior body will consist of two representatives (one male and one female) elected from each year (8 to 11) for a total of eight members.
3. These numbers may vary at the Principal's discretion.

Section III Term of Prefect Body and Junior Body

1. The term of Prefect Body will be from the beginning of Term 4 of Year 11 to the end of Term 3 of Year 12.
2. The term of the junior body will be from the beginning of Term 1 to the end of Term 4 each year. (see ARTICLE TWO, Section II, part (1)).

ARTICLE TWO: ELECTIONS OF SRC

Section I Prefect Body

1. Elections for the Prefect Body will be held during Term 3 of the Year 11 school year.
2. The elections will be run by the SRC Coordinator. The results will be scrutinised by the SRC Coordinator and the Principal.

3. All current Year 11 students who have satisfied the criteria as outlined in (APPENDIX TWO) will be eligible to run for the Prefect Body.
4. Only all current Year 11 students and academic staff will vote in the elections.
5. Voters will be required to select six boys and six girls from the Year 11 class on their ballot papers.
6. The successful candidates will attain the highest votes in a “first past the post” system.
7. These procedures may vary at the Principal’s discretion.

Section II Junior Body

1. Elections for the junior body will be held during Term 4 of the school year.
2. The elections will be run by the SRC Coordinator. The results will be scrutinised by the SRC Coordinator and the Principal.
3. Nominations will be called from each year (7 to 10) to fill one position for boys and one position for girls for each year (8 to 11) for the following academic year.
4. Successful nominations will be determined by the Principal.
5. All students will be invited to vote for SRC representatives (one boy and one girl) in their particular year. Teachers will vote for all SRC from Year 7 to Year 10.
6. Voters will be required to vote in a “Preferential System”, placing a “1” next to the candidate of their choice, and sequential numbers in order of preference for the remaining candidates.
7. The successful candidates will attain the lowest score in the “Preferential System”.
8. These procedures may vary at the Principal’s discretion.

ARTICLE THREE: COUNCIL EXECUTIVE

Section I Elections and Terms of the SRC Executive

1. Elections for the SRC Executive positions (President, Vice President, Treasurer, Secretary and Public Relations Officer) will be held at the first SRC Meeting of Term 1 each academic year.
2. Current members of the SRC are also eligible for the positions outlined in (1).
3. The terms of office for all positions outlined in (1) will be for one year.
4. In the event that a Year 12 student relinquishes an SRC Executive position due to leaving the school at the end of Term 3, elections will be held in the first SRC Meeting of Term 4 to appoint a current SRC member to the vacant position. The appointee will act as caretaker until the first meeting of term 1 in the following year, where all Executive positions will again become vacant. At such time elections will be held as outlined in section (1) above.
5. Elections for the Executive positions of SRC will be held by secret ballot. Only elected members of the SRC are eligible to vote.

6. The SRC Coordinator will chair SRC meetings in which elections are to be held.
7. The SRC Coordinator will scrutinise the procedure and votes for the Executive Positions of the SRC.
8. These procedures may vary at the Principal's discretion.

Section II SRC President

1. The SRC President will chair all SRC Meetings (with the exception of meetings in which elections for SRC Executive are held).
2. The SRC President will act as Spokesperson on issues regarding SRC matters.
3. The SRC President may allocate the chair to any other SRC member for any particular meeting, at the discretion of the SRC Coordinator.

Section III SRC Vice President

1. In the event that the SRC President cannot be present at an SRC Meeting, the chair and all presidential functions will be assumed by the Vice President at the discretion of the SRC Coordinator.

Section IV SRC Treasurer

1. The Treasurer will be responsible for all financial affairs of the SRC.
2. The Treasurer will be responsible for administering an account for all SRC funds. This account will be held with the School Bursar or at a bank. This account will be established after approval from the Principal. The account will be overseen by the SRC Coordinator and accountable to the Principal.
3. Any bank account holding SRC funds must have at least two co-signatories from the SRC members.
4. The treasurer will be required to report all financial affairs including the total of available funds at every SRC Meeting.
5. In the event that the Treasurer is absent from any meeting, any information regarding finances must be passed to the SRC secretary or SRC Coordinator.

Section V SRC Secretary

1. The SRC Secretary will be responsible for keeping minutes at every SRC Meeting.
2. The SRC secretary will be responsible for the Agenda of the SRC Meeting.
3. In the event that the SRC Secretary is absent, the SRC Coordinator will delegate secretarial responsibilities to another member of the SRC.

Section VI Public Relations Officer

1. The SRC Public Relations Officer will be responsible for the circulation of SRC news and activities and for maintaining a regular article of SRC activities in the Official High School Newsletter.
2. In the event that the SRC Public Relations Officer cannot fulfil the duties as outlined in (1), the SRC Coordinator will delegate responsibilities of Public Relations Officer to another member of the SRC.

Section VII Expulsion from the Executive of the SRC

1. Any student who holds an Executive Position cannot fulfill their duties as outlined in Article Three, Sections II to VI, will be asked to show cause as to why they would not be removed from the Executive of the SRC. Any expulsion from the SRC Executive will be at the discretion of the Principal.

ARTICLE FOUR: SCHOOL CAPTAINS AND VICE CAPTAINS

Section I Elections of School and Vice Captains

1. Only members of the elected Prefect Body will be eligible to run for School Captains and Vice Captains.
2. There will be one male captain and one female captain. There will also be one male vice captain and one female vice captain.
3. The elections for School Captains and Vice Captains will be held during Term 3 of the Year 11 school year. These elections will take place immediately after the positions of the new Prefect Body as elected in ARTICLE ONE Section I.
4. Only Year 11 students selected for the Prefect Body and academic staff will vote in the elections.
5. Voters will be required to vote in a “Preferential System”, placing a “1” next to the candidate of their choice, and sequential numbers in order of preference for the remaining candidates.
6. The successful candidates for School Captains will attain the lowest score in a “Preferential System”. The Vice Captains will be determined by the second lowest score in the “Preferential System”. There will be separate, but concurrent, elections for the males and females.
7. A School Captain or Vice Captain can concurrently hold a position on the SRC executive.
8. These procedures may vary at the Principal’s discretion.

Section II Duties of School and Vice Captains

1. The School Captains will perform Master of Ceremonies duties as directed by the Principal.

2. The School Captains will represent the School at all external functions as directed by the Principal.
3. The School Captains will perform other duties requested by the Principal.
4. In the event that the Captain(s) cannot fulfill their duties as outlined in parts (1) to (3), the Vice Captains will take over these duties at the discretion of the Principal.

Section III Term of School and Vice Captains

1. The term of School Captains and Vice Captains will be from the beginning of Term 4 of Year 11 to the end of Term 3 of Year 12.

Section IV Expulsion from the School and Vice Captaincy

1. Any student who holds a position of School or Vice captain and cannot fulfill their duties as outlined in Article four, Section II, they may be asked to show cause as to why they should not be removed from the Captaincy or Vice Captaincy of the School. Any expulsion from the Captaincy or Vice Captaincy of the School will be at the discretion of the Principal.

ARTICLE FIVE: DUTIES OF SRC MEMBERS

Section I The Code of Conduct

1. The Code of Conduct (Appendix 1) shall be adhered to by SRC members at all times.
2. If any SRC member is found in breach of the SRC Code of Conduct, they will be asked to show cause as to why they should not be removed from the SRC.
3. The SRC Code of Conduct can only be modified by approval of the Principal. Teaching Staff and students may offer submissions to the Principal regarding the SRC Code of Conduct.

Section II Duties of SRC members

1. Duties will be delegated by the Principal at the beginning of each Prefect Term (ARTICLE ONE, Section III, Part (1)).
2. SRC members will be expected to fulfill all duties assigned to them.
3. If any SRC member cannot fulfill any duties assigned to them, they will be asked to show cause as to why they should not be removed from the SRC.

ARTICLE SIX: SUBCOMMITTEES

Section I Formation of Subcommittees

1. Subcommittees will be formed by the SRC to address issues relevant to the SRC and/or to the student body.

2. Subcommittees may consist of any number of members but can only have more than five members at the discretion of the SRC Coordinator.
3. Students other than current SRC members can sit on subcommittees. However there must be at least one SRC member on any subcommittee.
4. A spokesperson must be nominated for each subcommittee and this person must be made known to the SRC Coordinator at the time of formation of the subcommittee.

Section II Function of Subcommittees

1. Subcommittees will be working groups mandated to perform the task prescribed to them by the SRC
2. All findings by any Subcommittee must be reported to the SRC as soon as is practically possible.
3. Recommendations can be made by a Subcommittee. Final decisions as a result of a subcommittee finding, must be made by the SRC and ratified by the Principal.

Section III Expulsion from a Subcommittee

1. Only the Principal can expel a member of a subcommittee.
2. The SRC Coordinator or members can make a recommendation to have a member of a Subcommittee expelled by the Principal.
3. Only the Principal can appoint a student to replace an expelled Subcommittee member.

Section IV Dissolution of a Subcommittee

1. Once a mandated task is completed fully, then the Subcommittee will be dissolved.
2. The dissolution of a subcommittee must be approved by the SRC Coordinator or Principal.
3. The Principal can dissolve any subcommittee before its mandated task(s) are completed. Furthermore, the Principal can direct the SRC not to form another subcommittee to perform the same task as the dissolved committee.

ARTICLE SEVEN: EXPULSION AND RESIGNATION FROM THE SRC

Section I Expulsion of an SRC member

1. Only the Principal can expel a member of the SRC.
2. A SRC member may be expelled from the SRC if they are deemed by the Principal as having,
 - (a)not met their duties as outlined in ARTICLE FIVE, Section II,
 - (b)breached the SRC Code of Conduct (see appendix 1),

(c)conducted themselves in any manner that is detrimental to the SRC and/or the student body in general.

Section II Resignation from the SRC

1. Members of the SRC can only resign from the SRC in writing to the Principal.

Section III Instating a new SRC member

1. If a position on the SRC becomes vacant, the Principal will appoint a student to fill the vacated position. Further to this, the Principal reserves the right to leave this position vacant.

ARTICLE EIGHT: MEETINGS

Section I Frequency of SRC Meetings

1. Ordinary SRC meetings will be held at least once each fortnight during the school term at the convenience of the SRC Coordinator.
2. The Principal or SRC Coordinator can call an Extraordinary SRC meeting at any time to address the SRC.

Section II Quorum

1. Quorum for an SRC Meeting will be reached when there are at least 7 SRC members in attendance.

Section III Attendance of meetings

1. SRC members must attend all SRC meetings.
2. SRC members can only be absent from a meeting due to school absence, academic commitment(s) or unless they are otherwise directed by a member of the Teaching Staff.
3. Members of the Teaching Staff can attend an SRC meeting.
4. Members of the student body can attend an SRC meeting by notifying the SRC Secretary by recess of the day of such a meeting. A student will be granted the right to attend an SRC Meeting subject to the availability of seating in the SRC Meeting room. Attendance of students other than the SRC members can be revoked by the SRC Coordinator if such a person is deemed to be behaving in a manner that is contrary to the running of an SRC meeting.

5. No member of the public or ancillary staff can attend an SRC meeting without the consent of the Principal.

Section IV Non Attendance at Meetings

1. The SRC Coordinator will keep a roll of attendance for SRC Meetings.
2. If a student misses more than 3 meetings as outlined in ARTICLE ONE, Section III, and they do not meet the criteria as outlined in ARTICLE EIGHT, Section III, Part(2), such a student will be asked to show cause as to why they should not be removed from the SRC.

Section V Voting at an SRC meeting

1. Any vote that occurs at an SRC meeting will be scrutinised by the SRC Coordinator.
2. The SRC Coordinator will decide if a vote will proceed by a show of hands or a secret ballot.
3. A resolution is passed when a majority of more than fifty percent of the SRC that is present, votes in favour of the resolution.
4. Once a resolution is passed by the SRC, it must then be ratified by the Principal.
5. Only SRC members have the right to vote.

Section VI Resolutions of the SRC

1. Any resolutions taken by the SRC must be ratified by the Principal. Furthermore, the Principal has the right of veto, for any resolutions passed by the SRC.

ARTICLE NINE: FINANCIAL AFFAIRS

Section I SRC Fundraising

1. All money raised by SRC fundraising activities is deemed to be ‘School Funds’.
2. All SRC fundraising activities in which money is collected, are deemed to be ‘SRC Fundraisers’.
3. The SRC Treasurer will administer the funds as outlined in ARTICLE THREE, section IV.

Section II Distribution and use of SRC Funds

1. The SRC funds collected during “SRC Fundraisers” can only be used for the benefit of the School or student. This includes expenses incurred when organising an SRC fundraising activity.
2. The SRC cannot use money derived from ‘SRC Fundraisers’ without the consent of the Principal.

3. Any funds that remain in the SRC Account at the end of the Prefect term, will be transferred to the account of the new SRC Committee.
4. Account accountability reports will be presented to the Principal after each fundraising event and at the end of the School year.

ARTICLE TEN: PUBLICATIONS

Section I The School Newsletter

1. SRC publications will be submitted to the editor of the monthly High School Newsletter.
2. SRC publications will be administered by the SRC Public Relations Officer as outlined in ARTICLE THREE, Section VI.
3. Any student may submit an article to the SRC Coordinator for possible publication in the School Newsletter.
4. All SRC Publication submissions must be forwarded to the editor of the High School Newsletter before publication deadlines.

ARTICLE ELEVEN: ACADEMIC STAFF

Section I Teaching Staff and SRC Meetings

1. Teaching staff may address an SRC Meeting by notifying the SRC Secretary or SRC Coordinator by recess on the day of an SRC Meeting.

ARTICLE TWELVE: ALTERING THE SRC RULES OF GOVERNANCE

Section I Submissions

1. Teaching staff may make submissions to the Principal to alter the Rules of Governance of the SRC.
2. Students may make submissions to the SRC to alter the Rules of Governance of the SRC. The SRC will then present these submissions to the Principal

Section II Alterations to the SRC Rules of Governance

1. Only the Principal can make alterations to the SRC Rules of Governance.
2. Any alterations to the SRC Rules of Governance will be effective at the discretion of the Principal.

ARTICLE THIRTEEN: DISSOLUTION

Section I Dissolution of the SRC Committee

1. The Principal can dissolve all or part of the SRC if it is deemed that the SRC is not fulfilling its purpose.

Section II Replacement of the SRC

1. The Principal can call for a replacement SRC Committee if the SRC is dissolved. Furthermore, the Principal reserves the right to replace the SRC.

APPENDIX 5: SELECTION CRITERIA FOR PREFECT BODY

In Term 3 of the School term there will be elections for Captains, Vice Captains and Prefects. In order to be nominated for these positions each candidate will need to satisfy a number of criteria:

- **Positive and Cooperative Behaviour**
- **School Service**
- **School Spirit, e.g.: attendance at sporting events**
- **School Function Attendance**
- **Community Service**
- **Church Attendance**
- **Appropriately groomed and wears School uniform correctly.**

Students who are seeking selection as a SRC member or Prefect will be informed of the selection criteria that they need to satisfy. In the case of the SRC members, this will occur in Term 4 of the previous year and in Term 3 of the previous year for Prefect nominations.