1. Name:
The name of our organisation is Baimbridge College Student Representative Council

2. Aims:
The purpose of the SRC is to:

- Represent the views of a cross-section of students from different year levels, cultures, backgrounds and talents
- Provide opportunities that enable students to experience active citizenship and hence engagement in their school community
- Participate in decision-making in order to develop responsibility and experience the democratic process (teamwork, respect)
- Provide opportunities to understand how schools operate
- Provide input in the development of policy (curriculum, teaching and learning, buildings and grounds and education sub-committees of Council)
- Share in decision-making on school issues.

Activities:
- Representing students’ needs
- Curriculum (subjects, school organisation, learning and teaching approaches)
- Rules
- School culture (student relations and well-being)
- Community action on issues outside the school (safety/racism)
- Physical infrastructure (improving school facilities or the local environment)
- Fundraising
- Social activities and the co-ordination of activities arranged by groups of students in the wider school community
- Inter-school SRC networking

3. Membership
3.1 Representation
The SRC is composed of 16 students and two members of staff acting as Liaison teachers (normally the Assistant Principals)
Student representation will comprise two representatives from each year levels; Levels 5/6 – 12; two ex officio representatives from the Student Leadership Group (Year 12).
3.2 Conduct
Representatives will attend monthly meetings during Term. They will take turns to represent the SRC at School Council meetings and provide members of Council with a report on the activities and plans of the SRC.

3.3 Termination of Membership
If an SRC representative does not attend meetings or does not uphold a sound record of conduct their membership will be terminated and they will be required to return their badge.
A record of attendance will be kept and members who miss three meetings without providing an apology will have their membership terminated.

4. Elections
4.1 Appointment to the SRC is by election. Volunteers and special appointments (co--opted members) may also be invited to attend and contribute to meetings. Election to the SRC is by secret ballot

4.2 Method of appointments: Year level delegates will be elected by their year level, via a formal election process. Students will be nominated and seconded and will be required to endorse their nomination. YLCs will have the right of veto of prospective nominees.

4.3 When appointments will be made: Elections will be held at the end of the fourth week of Term One; these will follow a formal process of nomination/seconding.

5. Positions
The SRC will, each year, elect the following positions from among its members:

5.1 Executive positions: President, Vice President, Secretary and Treasurer. Ex officio members will not be eligible for election to executive positions.

5.2 Representatives on other bodies: School Council

5.3 Other positions: Student Leaders

6. Role Statements of officers

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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| SRC President | • Represents the SRC (and the school) at official functions – on behalf of students  
                • Chairs SRC meetings  
                • Co-ordinates SRC actions and has an ‘overview’ of what the SRC is doing  
                • Has a leadership role within the RSRC, making sure everyone is involved and working as a team  
                • Talks with the school’s leadership team and with teachers, as appropriate, about issues discussed and decided by the SRC  
                • Attends School Council meetings where appropriate |
| Vice President| • Supports the President as required  
               • Chairs meetings if the President is absent  
               • Mentors new and younger SRC members and helps the President to involve everyone |
<p>| Secretary     | • Lets members know when and where a meeting is to be held |</p>
<table>
<thead>
<tr>
<th>Role</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>Prepares and agenda for the meeting, in consultation with others</td>
<td>Keeps records of SRC meetings; the minutes</td>
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<td>Makes sure each representative gets a copy of the agenda and minutes</td>
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<td>Handles all correspondence to and from the SRC</td>
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<td>Treasurer</td>
<td>Handles all the financial dealings of the SRC</td>
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<td></td>
<td>Prepares a budget for SRCX finances</td>
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<td>Keeps a record of money received, money paid and bills received</td>
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<td>Investigates the cost of items or activities</td>
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<td>Presents financial reports and recommendations to meetings</td>
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<td>Liaises with the school business manager</td>
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<td>Publicity Officer</td>
<td>Co-ordinates all the publicity and promotion of the SRC</td>
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<td>Makes sure that articles about the SRC are in the school newsletters and other appropriate publications</td>
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<td>Makes sure the SRC website is up to date</td>
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<td>Manages the SRC noticeboard.</td>
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<td>Class Representative</td>
<td>Communicates between the SRC and students by providing monthly oral reports at the appropriate Year Level Assemblies</td>
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<td>Attends all SRC meetings and School Council as negotiated</td>
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<td>Presents student ideas, concerns and suggestions to SRC Meetings</td>
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<td>Provides regular opportunities for students to present and discuss their ideas and opinions.</td>
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7. Role of Liaison Teachers

Teachers will assist the SRC through providing -

- Information particularly in relation to the school rules and procedures
- advice on SRC proposed initiatives
- contacts within the school (staff/Principal/Committees
- help the SRC when it is in trouble
- Propose directions to the SRC/ make suggestions and put forward ideas on how to do things
- Challenge the SRC to think through the implications of proposals

8. Meetings

8.1 Frequency of meetings

Meetings of the SRC shall be held each month during term in class time. Members will be advised of the date at least a week in advance via the Student Bulletin, Compass and Newsletter

8.2 Annual General Meetings

This meeting shall be held in the last week of Term Three

8.3 Special meetings

A special meeting of the SRC shall be held if
8.4 Quorum
In order for decisions to be made by a meeting of the SRC there need to be 60% of the representatives present

8.5 Voting Rights
Each representative shall exercise one vote: consensus decision making will be the model,

8.6 Meeting procedures: meeting procedures shall be determined by the SRC from time to time and attached to this constitution

9. Committees. The SRC shall establish committees and working parties as required:
- To contribute to policy development
- To represent the views of peers on issues affecting the student body
- To contribute to School Review processes

Attachment 1: Checklist for Individual SRC representatives

Agenda
Minutes from the previous meeting
Summary of ideas responses from class group/year level;
SRC folder
Pen and paper
Laptop
Any documents relating to topics being discussed
Ideas of what they want to do and achieve in the meeting.

Timeline 2014 – 5

Nominations open November 5th
Nominations close November 11th
Election to take place over two days: 12th and 13th
First meeting of the SRC: November 22nd to elect Office bearers (9.30am)
Two representatives required for each year level
And two ex officio members from the School Leaders.

Attachment 2:
**SRC Resources**

Use of Meeting Room (East Conference Room) and Noticeboard

Wall Calendar: dates set for the year

Folders for individual members

Time: one period of class time per month for meeting duration

Budget

Practical resources: photocopying; emailing; filing cabinet; minutes book

Training in roles

Membership of Vic SRC

Purchase of digital camera; laptop

This Constitution was presented for the consideration of School Council at its meeting of 27.10.2014

This Constitution was formally moved and adopted at the SRC Meeting of September 15, 2014..........................................................