



**Student Council**  
The Ostrava International School

# **TOIS Secondary School Student Council Constitution**

Responsible person(s) for revision	Head of Secondary School The Secondary Student Council
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## Article 1. Name of the Organisation

1. The name of the organisation shall be “The TOIS Secondary School Student Council” (hereinafter “Student Council”).

## Article 2. Objectives of the Student Council

1. The objectives of the Student Council are to:
  - Represent the voice of the secondary school students (hereinafter “students”) regarding school matters.
  - Actively seek out student opinions on matters of concern.
  - Convey these opinions and matters of concern to the school leadership.
  - Develop unity and school spirit amongst the students.
  - Set and prioritise goals specific for the student body needs of the year.
  - Collaborating with the school in the organisation of significant events and specialised days.
  - Provide feedback on and suggest amendments to school policies in order to create a better atmosphere for students.
  - Develop and update the constitution in order to ensure that the council can respond to the needs of the students as deemed necessary.

## Article 3. Membership of the Student Council

1. The Student Council member positions include:
  - The Student Council President
  - The Student Council Vice-President
  - 2 Class Representatives from each class of MYP 1, MYP 2, MYP 3, MYP 4, MYP 5, DP 1, and DP 2.

## Article 4. Election to Student Council

1. Eligibility Criteria for Class Representatives Elections and School President/Vice-President:
  - A candidate should not be failing in any subject.
  - A candidate’s disciplinary record shall not in any way affect eligibility for Student Council.
2. Class Representatives Elections

- Class Representatives elections should be held by 15th September of each school year. The President and Vice-President elected for the previous year are responsible for organising the elections.
- Students in each class vote for two Class Representatives for that particular class, under the supervision of the class teacher, to serve a one-year term.

### 3. School President/Vice-President Election

- The entire student body excluding the candidates vote for candidates for the role of Student Council President and Vice-President.
- Only candidates from grades MYP 4 to DP 1 are eligible to run for President or Vice-President.
- Candidates must be a part of the Student Council member prior to the elections

### 4. Campaign rules for the President and Vice-President Election:

- The previous year's President will form a committee of the four oldest Student Council members from the previous year. The committee will be in charge of announcing and organising the election.
- The committee can not consist of any of the candidates running for President or Vice-President.
- Elections will have a campaign duration of one week.
- The campaign must be conducted during the final week of September.
- Campaigning will commence after the committee has announced the upcoming elections.
- Current Student Council members may not denounce any candidate during the campaign period via any means.
- Candidates shall not in any way interfere with the campaigns of fellow candidates.
- Any candidate suspected of spreading rumours about other candidates may be placed under an investigation by the previous Student Council liaison and school heads that will consider the candidate's disqualification.
- Distribution of campaign materials shall not in any way disturb classes without granted permission by the respective teacher.
- All candidates are responsible for the campaign material they promote; it must adhere to school policies and regulations (no obscenities, or discriminatory material, no promotion of drugs/sex/alcohol).
- Candidates are also responsible for its effective and timely disposal (posters/leaflets for example have to be picked up after the elections).

- No candidate shall in any way offer/request/accept compensation or rewards to/from fellow voters as support for them being elected to the Student Council.
- Any and all materials that do not follow the respective regulations set forth in this constitution will be removed and disposed of and the candidate(s) will be disqualified.

## 5. Voting Procedures:

Exercise of active and passive suffrage is built on a voluntary basis.

### (a) Class Representatives

- Voters will vote on a ballot for two candidates to take up the two-class representative positions.
- The previous Student Council members hold the responsibility of providing the ballots to the respective homeroom teachers for the class representative elections
- The voting procedure for the class representative elections mandates that each voter write down two names on the provided ballot.
- Ballots will be collected and counted by the homeroom teacher at the spot.
- A majority of votes determines the candidate's appointment to the Class Representative positions. In case of a tie for a position, the election process is repeated immediately.

### (b) Student Council President/Vice-President

- All students in the secondary school are eligible to vote for the election of the Student Council President/Vice-President.
- Voters will be given the ballots prepared by the election committee with the candidates' names.
- Students must vote for only one candidate.
- Ballots will be collected by the election committee.
- They will then be counted by the election committee alongside the Student Council liaison.
- Results of the elections (with a breakdown of total votes per candidate) will be announced within two school days by the Head of Secondary.
- A relative majority determines the candidate's appointment to office. In case of a tie for a position, re-elections will be held within a week's time. The 2 or more tied members will have to present another speech, and voted upon in the same manner as during regular elections.

## 6. Date and Venue of the elections

- The specific date of the elections shall be determined by the election committee at the beginning of the school year, at least one week in advance of the campaign.

7. Speech rules for elections for President and Vice-President:

- All candidates for the role of Student Council President and Vice-President must present a speech in the Apollo room on a Wednesday lunch break during the campaign week.
- Speech duration for the Presidential and Vice-Presidential candidate is 4 minutes maximum.
- Candidates are free to use audio/visual aid(s) in their speeches.

## Article 5. Roles and Responsibilities of the Student Council members

1. Roles and Responsibilities of the President are:

- To schedule meetings and create agendas.
- The Student Council President is mandated to send the agenda of each meeting at least 1 day in advance.
- To lead meetings and the direction of the council.
- Be in charge of direct communication between the council and the School Leadership.
- See that the individual members fulfil their responsibilities and that the council as a whole completes its annual goals.

2. Roles and Responsibilities of the Vice President are:

- To be responsible along with the President for formulating the meetings' agenda.
- To take minutes of the meetings: notes all new decisions, ideas, and changes to previous decisions.
- To chair meetings when the President is absent.
- To take attendance and send reminders to absent members.
- To organise any paperwork needed.

3. Roles and Responsibilities of Class Representatives:

- Represent class opinions in Student Council meetings.
- Report to the class about Student Council activities and information

- Make proposals to the Student Council
  - Vote on any issues that need to be decided
  - Make sure any concerns from their representative classes are properly addressed
  - Actively participate in established committees.
4. Roles and Responsibilities of Departments:
- Address issues regarding their departments to the Student Council.
  - Actively engage with the specific duties and responsibilities of the department.

### Article 6. Meetings

1. Student council shall meet every week regardless of the 7-day cycle during the school year, unless decided otherwise by the President. Student Council meetings will be scheduled in Edupage at a regular time.
2. The President or the Vice President may call for additional meetings which should be announced no later than two days in advance.
3. The Vice President must upload the minutes on Student Council Google Drive after the meeting.
4. A topic is discussed, and then voted upon. For a council decision to pass, more than 50% of the council must be present, and at least 70% of the votes must be in favour of the motion.
5. The Student Council meeting may not take place during class or any subject lessons.
6. The Student Council must determine whether the meeting will be held during the lunch breaks, after school, or other options.

### Article 7. Accountability

1. Each and every Student Council member will be held accountable in order to ensure adequate performance.
2. Disciplinary infractions are defined as follows:
  - a. Unexcused absences from meetings.
  - b. Failing to complete assigned tasks.

- c. Breaching of TOIS Policy.
3. Each unexcused absence from a meeting will count as a disciplinary infraction.
4. Failing to complete the scheduled tasks will count as a disciplinary infraction.
5. Accruing two disciplinary infractions or one severe disciplinary infraction will lead to instant dismissal from the Student Council.
6. Alternatively, missing more than four Student Council meetings or arriving late and missing most of a meeting (without any excuse) can result in dismissal from the Student Council. With the exception of the DP2 class; however, they are advised to inform the Student Council President in advance.
7. Student Council Members will be notified by the Vice President if they are at risk of dismissal upon further infractions.
8. If a member is dismissed, Student Council Members will meet and discuss whether re-election for the vacant position is a worthwhile endeavour given relevant factors such as proximity to the general elections for that particular post and the immediate- and long-term requirements of Student Council.

## **Article 8. Transparency of the Student Council**

1. The Student Council will aim for transparency in terms of its operations.
2. The following documents will be available to the Student Council representatives:
  - TOIS Secondary School Student Council Constitution
  - Student Council Budget Sheet
  - Student Council Attendance Sheet
  - Council Regular Meeting Minutes
3. The Student Council will respect student confidentiality and exercise discretion in terms of meeting minutes, as needed.
4. The Student Council communicates with the Secondary students through emails and each class representative will brief their class about the occurrences of the council.
5. Secondary students can reach out to the President/Vice-President individually by arranging meetings with them or via email.

## **Article 9. Student Council Staff Liaison**

1. The role of the Student Council Liaison is to observe the Student Council, and advise where needed.
2. The Liaison is a regular attendee of the Student Council Meetings. The Liaison may be asked to leave the Student Council meeting for points that members would like to legitimately discuss in private.



3. Two staff members are nominated by the Student Council at the start of each school year. The school board analyses the two candidates and chooses the Liaison that they deem appropriate for the job.
4. The chosen liaison has the authority to decline the nomination.

### **Article 10. CAS Designation**

1. Student Council Members may be eligible for CAS hours for their contributions, on a case-by-case basis.
2. It is up to the CAS coordinator if they accept the students work as eligible for CAS
3. The Student Council may enlist members of the student body as volunteers for various projects.

### **Article 11. Amendment of the Constitution**

1. Amendments may be introduced to the Student Council Constitution if deemed necessary by the Student Council members in order to better serve the student body.
2. To make an amendment, a council member will raise the issue within a Student Council meeting and discussion will ensue.
3. The Student Council Representatives will vote on the amendment to the constitution and the majority of 70% is required.
4. The President & Vice President are responsible for updating the constitution with the amendments along with the date when the amendment was made.

### **Article 12. Ratification of the Constitution**

1. This constitution will be ratified by The Student Council President & Vice President via their signature
2. The Student Council members will vote on the constitution.
3. A 70% majority will be required for the constitution to pass.
4. The constitution will be read by the school board before approval.