



Constitution of the Birkenhead Sixth Form College Student Council

Revised November 07

Birkenhead Sixth Form College

Student Council Constitution

Aims

Whilst it must be accepted that the Principal and Senior Management Teams are charged with the management responsibility of the college and the formulation of education objectives and philosophy it is recognised that the students will have views on any matters and will be given the right to express these views.

The student council will provide a channel through which each student's view can be expressed and discussed, and then relayed to the senior management team.

The student council will have a responsibility for and decision-making powers relating to charity work and fund raising events in college, subject to the approval of the principal.

The student council will assist in the distribution of NUS cards and the dissemination of NUS information to the student body.

The members of the student council will represent the student's views at the meetings, members will be involved in welcoming and guiding visitors to the college on appropriate occasions, and will be expected to attend college social events in a representative capacity. The president and vice – president will be expected to address visitors on appropriate occasions. The president and vice – president will attend meetings of the corporation and sit on appropriate governors committees in accordance with the decision of the clerk to the corporation.

Review

This constitution is subject to the review of the governing body every five years.

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The Meetings Schedule:

Student council meetings will be called once every two weeks during term time, the precise time and location is to be agreed by the relevant Assistant Principal and the Student Liaison Officer. The Student Liaison Officer and the Assistant Principal(s) have the right to call extraordinary meetings when required.

Student Council Committee Meetings

Student council meetings have an agenda to be decided by students, the Student Liaison officer or Assistant Principal. Meetings will also be minuted.

There may be sub meetings for the various committees for example environmental or charities work. The student council members will divide themselves into committees dependant on their previous experiences, interests and extra curricular activities. The student Liaison officer or Assistant Principal will chair these meetings.

2. Membership

a) Student Council

There will be a maximum of eighteen students on the student council.

In May /June of the academic year nominations will be sought for Student President and Vice President. The election will be before the end of the academic year so appointments made prior to the new academic year and appointees can then assist with enrolment and be in place for first corporation meeting of the new academic year.

At the beginning of the academic year the college will seek volunteers to serve on the council and join the elected officers to serve for the year until May

It is desirable that the membership will consist of a broad range of students, which encompasses the diversity of the college.

The council will then meet regularly and divide its members into specialised sub committees

b) Student Council Resume

Each volunteer who nominates themselves as a student council member will be asked to fill in a resume which will be reviewed and commented upon by fellow members and the relevant members of staff. Each student who stands for election must produce a manifesto which is circulated to the electorate and make themselves available to the student body prior to the election.

c) Student President

The elected president of the student council will also be appointed as student governor and will attend meetings of the governing body with full voting rights. The student president is able to seek advice from the relevant Assistant Principal and Student Liaison Officer at any point during their time in office. The Vice President will be appointed student observer and will attend meetings with the governing body in a non – voting capacity.

d) Student Council Members and Appointed Roles:

The student council members who have not been elected as Student President or Student vVce President will be appointed to the following roles dependant on choice, extra curricular activities and past experiences. The roles are as follows:

- Entertainments officer
- Charities Officer
- Student welfare and student resources
- Equal opportunities
- Environment
- Fair trade
- NUS representative (working closely with the president)
- General Liaison representative to ensure smooth and effective communication between committees.

3. Student Liaison Officer

The student council shall be shadowed by the Student Liaison Officer who will attend meetings but will have no voting capacity but will be able to provide advice on college policy and as a voice from senior management team and staff. Members of the student council should ensure that all activities are authorised with the relevant members of staff.

4. Responsibilities:

The student council will produce an annual report, which will be available to the governing body and all students. The student council will also produce and publish minutes to all meetings on the college website for prospective students, current students and staff to view.

The report will include:

The names of those appointed to offices, a report on activities carried out and, if necessary a report on any independent financial accounts including the details of any income or expenditure, audited accounts and a list of affiliates with details of any subscription fees and donations.

The existence of the code of practice for the conduct of the student council alongside the code of practice with regard to freedom of speech in colleges, as required by section 43 of the Education (Number 2) Act 1986, must similarly be brought to the attention of students in October of each year.

The BSFC student council does not allocate funds to college groups, as it has no funds to do so.

The BSFC student council does not have the power to affiliate to a student union or representative body.

There will be an annual review of the affiliation to external organisations conducted by the student council, who will have the authority to end or continue the affiliation.

If more than 5% of the student body question an affiliation then all students will have the right to vote on the affiliation continuing in a secret ballot.

5. Dealing with Complaints

All complaints or expressions of concern received in writing will be treated as formal complaints.

Oral complaints or expressions of concern will be noted down and treated as formal complaints if the complainant wishes.

The college will acknowledge all formal complaints within four working days and will normally provide a full response within fifteen working days.

Where possible, expressions of concerns by students will be resolved by the appropriate member of staff. For full time students, there will be opportunities for concerns to be discussed and resolved in tutor groups.

All formal complaints from students, parents or third parties will be directed to any member of the senior management team. If the complaints procedure is protracted, complaints will be kept informed regularly.

Financial Procedure of Accountability

The financial affairs of the student council should be properly conducted.

In the event that the student council has an independent financial account the governing body or representatives, e.g. finance committee, will have the right of access to the student council's records.

Independently held financial accounts for the student council will be subject to the financial procedure and policies for internal and external audits, which are adopted by the governing body

Conduct of elections



1. There will be two elected representatives:
Representative one (Student President) - the student who receives most votes in the election and will hold office until May 2008.
Representative Two (Vice President) the nominee who receives the second amount of votes will also be in office until May 2008.
2. The student elections for both president and vice president will be held in November 2007. The presidency will run to May 2008. There will then be another election in June 2008. The newly elected president will be in office until May 2009. This pattern will then continue
3. Each candidate to be nominated will be supported by five other students, will have one short reference from a member of the teaching staff and agree to stand for election.
4. Each student will write a short manifesto outlining their aims and aspirations for the period of time they will be in office and the reasons why they would be an asset to both the college and the student body.
5. If only one candidate stands they will be elected unopposed.
6. ALL election material must be approved by the student liaison officer and displayed only in approved areas. Each candidate will write their manifesto for circulation to tutor groups.
7. One week after the manifestos have been distributed the student body will receive a voting form via their tutor. They will cast their vote secretly and responsibly.
8. The election will be conducted under the guidelines of bsfc expects, the bsfc constitution for student council elections and the guidelines set out by the National Union for Students (NUS).