



Mannum Community College SRC Constitution



1. Aim and Activities

1.1 Aim: The SRC represents the interests of students and promotes social responsibility in the local and wider community. Objectives include:

- Building school spirit by encouraging students to participate in school activities;
- Supporting the welfare of the school's student body as a whole;
- Providing an environment for students to understand and discuss their opinions;
- Developing relationships and support the activities of other groups within the school;
- Bringing the school and community closer together by supporting community initiatives and charities; and
- Creating leadership opportunities for students in all sub-schools.

1.2 Activities: The MCC SRC will:

- Support SRC Representatives (Reps) to hold regular class/home group meetings;
- Provide a means by which each class can share input and feedback from their meetings;
- Conduct termly fundraising:
 - Term 1: In support of the school's World Vision sponsor child,
 - Term 2: Funds to be distributed according to agreement between the SRC and Principal,
 - Term 3: In support of the school's World Vision sponsor child, and
 - Term 4: Fund to be distributed into the SRC budget so that all students benefit.
- Attend student leadership development events;
- Count House Cup tokens within each class/home and provide fortnightly tallies to House Cup Leaders;
- Support other student leaders at school events such as Sports Day and Gala Day;
- Provide regular feedback to the Principal on SRC matters;
- Review policies and procedures directly impacting student rights and responsibilities (e.g. Wellbeing);
- Gain permission from the Principal/Leadership Team before planning and organising events; and
- Ensure all correspondence with the school community has first been approval by the Principal or delegate.

2. Membership

2.1 Representation

The MCC SRC is composed of two (2) Reps from each classroom or home group from Reception to Year 12. Back-up Reps (reserves), if voted by the class, may attend in place of any Rep who is absent. Reps will attend meetings regularly and report to/from their class/home group regarding SRC discussions and decisions.

2.2 Position Description

All SRC members are required to adhere to the SRC Position Description which is available to all candidates prior to elections. If these expectations are not met, students may be removed from their role.

2.3 Failure to attend/termination of membership

If an MCC SRC representative does not attend three (3) consecutive meetings without reasonable explanation, they will forgo their class representation. They will be replaced by the back-up/reserve with the next highest number of votes.

2.4 School Captains

School Captains are elected in Term 4 of the previous year (2 elected per year). They have an ongoing right to attend meetings and to vote. School Captains who are also SRC Reps only have one vote.



Mannum Community College SRC Constitution



3. Elections

3.1 Representatives (Reps)

Each class/home group will have two SRC positions for election at the start of each semester. SRC Reps from previous semesters are permitted to re-nominate. There is no requirement for a prescribed balance of sexes or genders as all MCC and Department policies support gender diversity, intersex and sexual diversity.

3.2 Method

At the start of each year, all classes/home groups will elect two (2) SRC reps. Two (2) reserves will also be elected as 'back-ups'. All students are eligible to nominate. Nominations are not to be vetted by school staff. The exception to this is for Reception to Year 2 where teachers may guide elections according to class needs. Elections are to occur via private individual ballot or anonymous show of hands (e.g. eyes closed). SRC names are to be sent by the class/home group teacher via email to the Wellbeing Leader by the end of Week 2.

3.3 Timing

Reps are elected at the start of each year for Middle and Senior schools, and at the start of each semester for Junior School. If an SRC Rep leaves the school or is removed, they are replaced by the reserve with the next highest number of votes. Additional elections may take place if all reserves have been utilised or do not wish to take office.

4. Executive and Other Positions

4.1 Executive Positions

The supervising teacher will conduct elections for Executive positions from Middle and Senior School Reps using a private ballot. School Captains who are class Reps may also stand for Executive elections. Executive positions include:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Publicity Officer (as required)

4.2 Reps on Other School Bodies

Any Executive position may represent the SRC at Governing Council Meetings or be invited to participate in other school committees (e.g. fundraising) but are not required to attend.

4.3 Other Positions and Sub-Committees

From time to time, sub-committees may be established within the SRC to research or investigate specific issues. The formation and membership of these groups is entirely up to the SRC.

5. Role Statement of Executive Officers

5.1 Chairperson

- Chairs meetings
- Leads the SRC to achieve their aims, coordinates activities and has an 'overview' of what the SRC is doing
- Has a leadership role within the SRC, making sure everyone is involved and working as a team
- Mentors new and younger members
- Meets regularly with the school Principal and with leaders/teachers, as appropriate, about issues and events discussed and decided by the SRC.

5.2 Vice-Chairperson

- Supports the chairperson as required
- Chairs meetings if the chairperson is absent
- Mentors new and younger MCC SRC members and helps the chairperson to involve everyone



Mannum Community College SRC Constitution



5.3 Secretary

- Informs members and teacher/s know when and where meetings are held.
- Arranges for SRC announcements (meetings, etc.) to go into Daily Notices
- Prepares an agenda for each meeting, keeps records of meetings (the minutes) and distributes a copy to classes and the Support Teacher
- Handles all correspondence to and from the SRC

5.4 Treasurer

- Handles all financial dealings of the SRC in consultation with the Business Manager
- Prepares a budget for SRC finances in consultation with the Business Manager and supervising teacher
- Keeps a record of monies raised from events
- Presents financial reports to SRC meetings in consultation with the school's Business Manager

5.5 Publicity Officer (as required)

- Coordinates publicity and promotes the SRC
- Makes sure that articles about the SRC are in the school newsletter and other appropriate publications
- Makes sure that SRC information is up-to-date on the school's website and Facebook page
- Manages the SRC noticeboard (outside STEM 1)

6. Role of Support Teacher/s

The Support Teacher assists the SRC to organise meetings, access resources and provides guidance/feedback when requested. They observe meetings and activities to ensure duty of care is provided. The support teacher will be an advocate for the SRC and report on their activities or concerns at staff meetings.

7. Meetings

7.1 Frequency of meetings

Meetings of the SRC will be held no less than fortnightly.

7.2 Special meetings

A special meeting of the SRC may be called by any member of the Executive or the support teacher as required.

7.3 Quorum

In order for decisions to be made, 50% plus 1 Reps must be present. For example, if the SRC is made up of 16 classes (32 Reps), then 17 must be present for quorum.

7.4 Voting

Each Rep shall have one (1) vote.

7.5 Meeting procedures

Meeting procedures, positions descriptions and other procedural matters may be decided by the SRC from time to time and attached as additions to this constitution.

8. Amendments to the Constitution

Amendments to the constitution require whole-of-SRC consultation as well as consultation with school staff.