

BRUMMANA HIGH SCHOOL



STUDENT COUNCIL CONSTITUTION

Created in December 2013

Last Amended: November 2019

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Article I: Name

This constitution is in place to outline and guide the activities of **Brummana High School Student Council (BHSC)**.

Article II: Purpose

The purpose of BHSC shall be:

- 1** – To represent the students of Brummana High School.
- 2** – To communicate the concerns of students to the administration, through the appropriate channels that will be discussed in Article VIII.
- 3** – To promote and enhance the school’s spirit and motto, through initiatives of activities and community service opportunities that will be subject to the administration’s approval, through the appropriate channels that will be discussed in Article VIII.

Article III: Authority

Section 1: All powers of BHSC are delegated to it by the school’s Principal.

Section 2: The powers of BHSC are continuously subject to amendments and modifications by the Principal, upon the needs, without prior notice. The Principal will inform BHSC of any changes through the appropriate channels that will be discussed in Article VIII.

Section 3: All actions, initiatives and/or ideas advanced by BHSC are subject to review, and possible veto, from the Principal.

Section 4: The Principal appoints the Head of Secondary Section as Advisor of BHSC. The Advisor shall guide and help BHSC in its activities and projects, after acquiring the necessary approval from the Principal on those activities and projects, as mentioned in section 3.

Article IV: Organization and Membership

Section 1: BHSC shall consist of the following: A President, a Vice-President and one representative for each grade level, in each of the two curricular programmes: Lebanese (LP) and International (IP) programmes (including the International Baccalaureate (IB) students). Students eligible to vote and/or run for BHSC, are students of grade 9 through 12.

The Organization therefore will be as follows:

- The President, elected from the senior year (LP, IP or IB2), by all students of grades 9 to 12 LP and IP.
- The Vice-President, elected from grade 11 IP, Secondary 2 LP or IB1 by all students of grades 9 to 12 LP and IP.
- One representative for grade 9 LP and one representative for grade 9 IP, each elected by their classmates of the same grade level and programme.
- One representative for Secondary 1 LP and one representative for grade 10 IP, each elected by their classmates of the same grade level and programme.
- One representative for Secondary 2 LP, one representative for grade 11 IP and representative for IB1 each elected by their classmates of the same grade level and programme.
- One representative for Secondary 3 LP, one representative for grade 12 IP and One representative for IB2, each elected by their classmates of the same grade level and programme.

The total number of council members is 12.

Section 2: Officers within BHSC are: The President and the Vice-President elected by all eligible voters. In addition, a Secretary and a Treasurer will be elected by BHSC members during their first meeting. Any representative can run for either one of the two latter officers' positions, except the President and the Vice-President. The four officers are the members of the Executive Committee (EC) within BHSC.

Article V: Duties of BHSC members and Committees

Section 1: The President of BHSC shall:

- 1** – Conduct and chair BHSC meetings and is a voting member like all others. In case of a tie in votes, the President’s vote will serve as the tie-breaker.
- 2** – Conduct and chair EC meetings.
- 3** – Set the agenda for BHSC and EC meetings.
- 4** - Represent BHSC, and the entire student body whenever appropriate.
- 5** – Be accountable for any inquiry from the Principal and/or the Advisor, related to BHSC and/or EC.

Section 2: The Vice-President of BHSC shall:

- 1** – Assist the President in conducting BHSC and EC meetings and attend the meeting as a voting member.
- 2** – Assist the President in setting the agenda for BHSC and EC meetings.
- 3** – Shall chair and conduct BHSC and EC meetings in the absence of the President.
- 4** – Represent BHSC, and the entire student body whenever appropriate, in the absence of the President
- 5** – Be accountable for any inquiry from the Principal and/or the Advisor related to BHSC and/or EC in the absence of the President.
- 6** – Chair BHSC starting the following academic year, until the new council is elected.

Section 3: The Secretary of BHSC shall:

- 1** – Attend BHSC and EC meetings as a voting member.
- 2** – Take attendance in every meeting and record absences to be reported in the minutes of meetings.
- 3** – Keep record of the meetings’ minutes and email them to all stakeholders: BHSC Officers, BHSC members, the Principal and BHSC Advisor.

Section 4: The Treasurer of BHSC shall:

- 1 - Attend BHSC and EC meetings as a voting member.
- 2 – Manage BHSC funds and account in the school’s accounting department.
- 3 – Create a budget, with the help of BHSC Advisor. This budget will cover the whole term of BHSC until the next elections.
- 4 – Give a budget overview in every BHSC and EC meetings. The item should be a permanent one on every meeting’s agenda.
- 5 – Initiate and lead financing activities after receiving the necessary approval of BHSC and the school’s administration.

Section 5: BHSC members or Students’ Representatives shall:

- 1 – Attend all BHSC meetings as voting members.
- 2 – Report and represent the views of their grade level classmates in BHSC meetings.
- 3 – Assist prefects in class-related duties whenever necessary.
- 4 – Report BHSC news and activities to their grade level classmates.

Section 6: EC’s main duties are:

- 1 – To prepare the agenda for BHSC meetings.
- 2 - To implement and follow up the decisions taken by BHSC, after receiving the approval of the Principal through the proper channel to be discussed in Article VIII.
- 3 – EC does not have the right to take a decision and implement it without going back to BHSC to get the necessary votes for it, and then the final approval of the Principal.

Article VI: Nominations and Elections

Section 1: The Election committee shall include the Prefect Leadership Team (PLT) consisting of the Head Boy, the Head Girl and the five Deputy-Heads, unless they are running for any position within BHSC, and will be chaired by the Head of Secondary Section.

Section 2: Students eligible for any position in the council should have a clear Conduct record and a minimum average of 70. Students eligible to run for the officers' positions of President and Vice-President, and in addition to the previously mentioned requirements, should be BHS students for at least one academic year before they can run for elections. Prefects have the right like their schoolmates to run for BHSC elections.

Section 3: All students willing to run for BHSC elections must submit a nomination paper to the Elections Committee and respect the deadlines assigned by the latter. In addition, all students running for elections must attend any meeting that the Elections committee might hold to discuss election matters, unless their absence is justified. The candidates for the presidency of BHSC shall deliver a speech to all eligible voters, in the assembly preceding the elections date.

Section 4: All elected officers and members of BHSC shall serve a one-year term. Elections will be held in the month of October of every year. The President of BHSC who is a senior, along with the three other senior representatives, shall serve till the end of the academic year in July. Then the Vice-President elected as a grade 11 Student, shall chair BHSC during the month of September the next academic year, when he becomes a senior. The vice-president shall help in preparing for the elections in the month of October.

Section 5: On the day of elections, the election committee will meet in the morning with the Principal who will give them his final instructions. The voting boxes will all be locked in front of the Principal who will ensure the boxes are initially empty. The Principal shall keep the keys to the voting boxes.

Section 6: Voting will take place in a collective place. Students of each class will vote for three candidates: Their class representative, the Vice-President and President. Voting is anonymous. Students should be given privacy to write down the names of the candidates. The voter will put his/her paper in the election box that is locked. Only the names and family names of the candidates are to be written on the papers. Any other detail, drawing, sign, smileys etc. will cause the cancellation of the paper. Each voter shall sign his/her name on the attendance sheet right after voting.

Section 7: After completing the voting process, the election committee will return with all the boxes, to meet with the Principal. The Principal will unlock the boxes. The count will be performed by the elections committee who will record the number of votes every candidate receives, and then count the papers and ensure the papers number is exactly the same as the voters' signatures on the attendance sheets. All candidates are allowed to be present during the count. The election committee will hand in the final results to the Principal who shall declare all the results including the elected officers and members. The results will be communicated to students through a memo issued by the Principal's office. The Principal's memo along with the committee's report shall be documented by the school's administration, for any future inquiry.

Section 8: The elected candidate should have received the relative majority of the votes. Relative majority is the highest number of votes among all the competitors running for the same position. Thus the election will be made in one step, as no absolute majority (51%) is required. In case of a tie, the election will be repeated preferably on the same day for that particular position, only between the candidates who had a tie.

Section 9: Officers and members of BHSC represent the student body of BHS, and thus they should reflect the image and values of the school, whether during or outside school time. The elected representatives will remain in office as long as they are maintaining a clean conduct record and an average of 70. The Principal has the right to dismiss any officer or member for misbehavior, abuse of power or low academic achievement at any point. The voters can also revoke the membership of any officer and/or member by getting a petition signed by two-third of the eligible voters for that position. Officers and members can also choose to resign from office at any point for personal or academic reasons. In all the cases stated above, the candidate who ranked second for the same position during the elections will be appointed by the Principal.

Section 10: The Principal also reserves the right to dissolve BHSC at any time for collective misbehavior or power abuse. In this case, the Principal shall decide whether to appoint a new BHSC formed by candidates who ranked second in the elections, or call for new elections within two weeks from that date.

Article VII: Meetings & Internal Voting

Section 1: BHSC shall meet every first Monday of each month, after school. The agenda for the meeting shall be prepared by EC, and emailed to all members and stakeholders, a week prior to the meeting. In case the first Monday of the month is a holiday or the school is closed for any reason the meeting will be rescheduled. Every student, as well as the BHSC's Advisor and/or any staff member, are welcome to attend BHSC monthly meetings, as observers.

EC meetings are held every Monday after school except on the Monday reserved for BHSC meetings. In case any EC meeting happens to be on a holiday, EC will reschedule its meeting.

For a meeting to take place, at least two-third of the members should be present, with the presence of either the President or Vice-president. In this case, BHSC cannot hold its meeting unless 7 members are present: The President and six other members (the Vice-President could be one of them) or in the absence of the President, the Vice-President and six other members.

For EC, the president and two other members can conduct the meeting (the Vice-President could be one of them) or in the absence of the President, the Vice-President and two other members can conduct a meeting.

In case the required number of members is not met for any BHSC or EC meeting, the meeting will be rescheduled.

All BHSC and EC meetings shall be suspended, a week prior and during midyears and finals.

Section 2: The Principal can call for an urgent BHSC or EC meeting at any time. The Advisor of BHSC can also call for an urgent meeting after receiving the approval of the Principal. The student body can call for an extraordinary meeting of BHSC as well, in case they launch a petition and gather two-third of all voters' signatures.

The Principal and the Advisor reserve the right to add or remove any item from BHSC and EC meetings' agenda.

Section 3: Decisions within BHSC and EC meetings are voted upon. Any decision to be taken should receive absolute majority or 51% of the votes. Since BHSC is formed of 10 members, any decision to be adopted has to receive 6 or more votes. EC is formed of the four officers. Any decision taken there has to receive three or four votes out of four. In case of a tie in votes, whether in BHSC or EC, the President's vote will serve as the tie-breaker.

<p>Article VIII: Channel of Communication with the school's administration</p>

Section 1: Once a decision has been voted upon in BHSC, the EC shall meet with the Advisor of BHSC and discuss it. The Advisor will meet with the Principal and discuss the proposals. The Principal's decision is the final one. As mentioned before, the Principal reserves the right of veto against any decision.

Section 2: In the absence of the Advisor the EC shall take an appointment and meet with the Principal to get the final decision.

Section 3: If for any reason, the Advisor does not get the Principal's decision upon a BHSC proposal within ten days of the EC meeting with the Advisor, the EC has the right to bypass the Advisor and go directly to the Principal for the final decision.
