



# The Central School, Dubai

## THE CENTRAL SCHOOL STUDENT COUNCIL: BY-LAWS.

### Proposed Bylaws for Student Council

**PURPOSE OF ORGANIZATION:** The purpose of this organization will be:

- Provide the School community with opportunities to share their time, gifts, and talents in service to The Central School.
- To maintain the model standards of the school.
- Provide special events that promote school spirit;
- Provide activities and support a school environment that promotes high academic and moral standards
- Work together with fellow Student Council members; fellow students; faculty; staff and administration to make The Central School the best that it can be.

### MEMBERSHIP OF STUDENT COUNCIL

#### **Article I. Officers.**

The Officers of The Central School Student Council shall be:

#### **Article II. Duties of Officers.**

**Title : School Head Boy, Student wellbeing coordinator**

- Shall preside over meetings;
- Shall prepare a written agenda for all regular Student Council meetings;
- Shall preside at assemblies;
- Coordinate activities in conjunction with Student Council Advisor;
- To assist in the planning, set up and cleanup of all Student Council events;
- Shall be the official representative for the student body of The Central School; and
- Shall vote at meetings only in case of a tie.

**Title: Asst. Head Boy. Asst. Student wellbeing coordinator.**

- Keep Rules of Order;
- Fulfill duties of President/any officer in his/her absence;



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- To assist in the planning, set up and cleanup of all Student Council events;
- Shall act as official host for Student Council visitors; and
- Shall assume Presidency in case of a vacancy.

## **Title: Cultural Secretary**

- Records minutes at all meetings;
- Publishes and distributes minutes at subsequent meetings;
- Takes and keeps official record of meeting attendance;
- Keeps a record of minutes;
- To assist in the planning, set up and cleanup of all Student Council events;
- Turns over a copy of minutes for publication in the Student Council scrapbook; and
- Reads all incoming correspondence and at direction of Student Council Advisor corresponds with other Persons/Organizations.

## **Title: Treasurer, Sports Secretary**

- Shall keep a record of all financial transactions made by Student Council;
- To assist in the planning, set up and cleanup of all Student Council events; and
- Shall provide a written report of all transactions at the Meeting to become an official part of the meeting's Minutes.

## **Title: Reporter, Art club secretary**

- Shall keep a scrapbook of all Student Council activities including photographs, newspaper articles, flyers, etc.
- To assist in the planning, set up and cleanup of all Student Council events; and
- Shall take photographs at all official functions sponsored by Student Council.
- Editor for Student council bulletin/Newsletter.



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## **Article III. Council**

The Student Council shall consist of the elected officers, the Student Council Advisors and two representatives from each grade level.

## **Article IV. Officer Election**

- Elections for The Central School Student Council officers shall be held annually;
- Each potential candidate will be responsible for picking up the by-laws as directed during morning announcements;
- Each potential candidate will be required to share this copy of the by-laws with their parents/guardians, who must sign the copy of the bylaws, as well as a permission slip and Candidate Application allowing their child to run for office; Candidate Application must have a signature from two teaching faculty members. No faculty member shall sign more than one petition for each elected office.
- The potential candidate will return the required information within designated time;
- Campaigning shall be permitted for the week leading up to Election Day. All campaign materials must be first approved by the Sponsor. Negative campaigning or unapproved campaign materials will result in disqualification of the offending candidate for office. Distribution of stickers, candy, or other food items is strictly prohibited on the Middle School campus;
- A secret ballot election will be held. A committee consisting of at least three faculty/staff members will tally the results. The election committee will announce the results at the end of the next school day. Ties will result in a run-off election.

## **Article V. Eligibility for Office**

All candidates for office must:



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- Maintain passing grades in all classes.
- 2) Be a model school citizen with no detentions for behavior over the course of the previous school year;
- 3) Represent The Central School community's commitment to high standards of decorum; respect for ethnic, cultural, and racial diversity; and respect for local authority at all times.
- 4. Uphold the Islamic values and understand and promote school policies.
- 5. Advocate inclusion in all sections and in all phases.
- 6. Responsible for advocating, promoting and awareness programs for
  - a. Wellbeing policy
  - b. Anti-bullying policy (including anti-cyber-bullying)
  - c. No smoking and no substance abuse policy
  - d. Learning behavior and discipline policy

## **Article VI. Student Council Standards**

All elected members of The Central School Student Council shall:

- Meet and Maintain eligibility requirements during term of office;
- Serve as model representatives of The Central School community;
- Attend all Student Council meetings unless they interfere with academics (ie., tests, tutorial classes) in which case officer must notify advisor in writing prior to meeting; and
- Fulfill all responsibilities faithfully and impartially.

## **Article VII. Removal from Office**

A Student Council member may be removed from the organization for neglect of duties or failure to maintain Student Council Standards as defined in Article VI.



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## Neglect of Duties.

- In the event that a member neglects their Student Council responsibilities; the Student Council Advisor will initially address the matter with the member and document meeting in writing with a copy to parent;
- If problem persists a meeting will be held on matter with member, Principal, Advisor, and parent/guardian;
- When above procedures have been followed and if the problem continues the member will be removed from the Student Council, after the individual has been informed in writing.

## Student Council Standards.

- If a student fails to maintain Student Council Standards he/she will be removed from Student Council and a written letter forwarded to parents/guardians explaining removal from office;
- A parent/guardian may appeal removal by requesting a meeting with the Advisor and Principal.

## **Article VIII. Election of Class Representatives**

Elections for class representatives will be held within the first month of the school year.

Class representatives will meet the same eligibility requirements as members of the Student Council board.

## Election Process.

- During the first month of school the officers-elect of Student Council will address the Student Body about the responsibilities of a class representative;
- The President and Vice President elect will distribute a copy of eligibility, requirements for office and parental/guardian permission slips.
- All forms will be returned to the Student Council Advisor on the designated date.



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- Campaigning shall be permitted for the week leading up to Election Day. All campaign materials must be first approved by the Sponsor. Negative campaigning or unapproved campaign materials will result in disqualification of the offending candidate for office.
- A list of eligible candidates, certified by the Advisor and the Principal, will be forwarded to the Chap Team Time teachers by Monday of the 2<sup>nd</sup> full week of school.
- Following the secret ballot election, the Chap Team Time teacher will count ballots; the results will be forwarded to the Student Council Advisor and the results announced the next Monday.
- In case of a tie, a run-off election shall be held no later than five (5) school days after the original election.

## **Article IX: Meeting Schedule**

There shall be one meeting of the Student Council officers held the 1<sup>st</sup> week of each month.

During the second week of each month there shall be a regular business meeting of the entire Student Council.

The Student Council shall not convene without the presence of the Sponsor or Principal. In the event that one of these cannot attend, a duly delegated faculty representative will be selected by the Sponsor or Principal.

## **Article X: Student Council Meeting**

All members of the Student Council and all class representatives except the President, shall have voting rights.

The President votes only in the case of a tie.

All votes are subject to school rules and policies and must be approved by appropriate administrators.



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The Student Council has only delegated powers. The Principal and/or Sponsor retain the power of Veto. The Student Council may appeal a Sponsor's Veto to the Principal. The Principal's decisions are final.

## **Article XI: Student Council Fundraising**

Any monies raised by Student Council during a school year will be earmarked for specific purposes either prior to the event or before the last day of that school year.

Usage of Student Council funds must be authorized by both the Sponsor and the Principal in writing before any money may be spent.

## **Article XII: Student Council Vacancy**

If an office is vacated during the school year for any reason, the office will be filled from within the Student Council.

In case of such a vacancy, said vacancy will be announced at either a regular or special meeting. At that time any member meeting requirements for office must express his/her interest in seeking said office.

A special meeting will be held with a week to vote to fill the vacancy. Each candidate will be given an opportunity to address the entire Student Council to solicit members support.

Following election speeches a secret ballot election will be held. A committee consisting of at least three faculty/staff members will tally the results. The election committee will announce the results at the end of the next school day. Ties will result in a run-off election.

In the case of a vacancy for class representative, the runner-up in the grade-level election will be given the opportunity to fill the post. If the runner-up is unable to fill the post, a new grade-level election maybe held.

In the case of a vacancy for Official Campus Organizations Representatives, the organization will be responsible for filling the vacancy.