

The Constitution of the Girls Student Council – The International School of Creative Science

Article I: Name

The name of the organization shall be ‘The Girls Student Council’ which shall hereafter be referred to as the ‘GSC’.

Article II: Purpose

The purpose of the GSC shall be to:

- Represent the interests of the secondary female student body.
- Provide services that will improve the quality of life of ISCS students.
- Keep the student body informed of relevant issues.
- Co-ordinate and regulate student activities and funds in the interests of the secondary female student body.
- Serve as the main representative body of the secondary female students of ISCS.

Article III: Duties and powers of the Council

Section 1. It shall be the duty of the GSC to keep the student body informed on topics of particular interest to the student body.

Section 2. The GSC has no power to make final decisions that will affect the student body. The GSC may make plans and take them to the management through the advisor. The GSC can also propose their plans in writing form to the Secondary Director, who can determine its approval.

Article IV: Membership

Section 1. The GSC’s voting representation shall be composed of students from grade seven through thirteen.

Section 2. The GSC’s President and Vice-president are voted through an election for by the entire student body.

Section 3. GSC members from previous years are allowed to renew their membership based on their performance with the permission of the GSC President, GSC Advisor, and Secondary Director.

Section 4. Each year places in the GSC become vacant for new members to join. These new members will be chosen by the GSC management team with input from the GSC Advisor and Director. These members be selected upon their capability and will not be voted for by their classmates for their popularity.

Section 5. To remain in the GSC the members must be within the average academic level. This will be monitored by the Director. The member will be asked to leave the GSC if the grades level deteriorates.

Section 6. A performance appraisal for each member will be carried out by the President and the Advisor. Based on this the students will remain or be expelled from the GSC.

Section 7. If a representative fails to fulfill her duties she will be issued 3 warnings by the GSC President, thereupon she still continues to neglect her responsibilities she will be expelled from the council.

Section 8. If a GSC member proves to be irresponsible and unreliable she will be expelled from the council by the GSC President.

Section 9. If for any reason the School Management decides that a certain member does not deserve a position in the GSC, she will be asked to leave her position.

Article V: Duties of Representatives

Section 1. Upon assuming the title of GSC Member or Representative, each member shall have to:

- Attend regular Council meetings unless excused by the president or has a valid reason. e.g. (a teacher kept her for work)
 - A representative may have no more than 2 unjustified absences during an academic year. e.g. (Being at school knowing of a meeting and not attending).
- Voice her opinions of constituents and vote accordingly.
- Inform her classmates of matters that are relevant to their concerns.
- Assume any additional duties the Council may assign.
- Work wholeheartedly towards all the projects of the GSC.
- Work cooperatively together with other members.

Section 2. Procedures on what to do when the GSC is assigned a project or undertakes one:

- Form a team of appropriate members. This team need not include all the members.
- Assign a project manager, whose responsibility will be:
 - To form a team
 - To organize and plan the project
 - To monitor how her team works
 - To keep all members updated on the project
 - To prepare a short report upon completion on how the project went through and to submit it to the President

Article VI: Officers

Section 1. The Council will have specific officers for different jobs. These officers will be named:

- The President
- The Vice-president
- The Secretary
- The Treasurer
- Head of Subgroups
 - Students Social Affairs (SSA) Head
 - Media Head

Any officer who does not fulfill her duties after three warnings shall be subject to vote of expulsion.

Even though the officers have specific jobs they are still members of the council, and the duties of the council applies to them too.

Section 2. Duties of the Officers:

President:

It shall be the duty of the President to:

- Oversee the planning and organizing of school events funded or coordinated by the Council.
- Ensure that school events take place smoothly.
- Ensure that routine duties are properly carried out by Council members.
- Meet Council members and teacher advisor regularly to receive and pass on information/plans/observations/ and discusses concerns and suggests solutions.
- Oversee all voting made by members of the Council.
- Confirm the decision on any Council suggestion.
- Be the link between Council members, advisor, and other teachers.
- Approve finally and sign for expenditures within the Council budget (if necessary).

Vice President:

It shall be the duty of the Vice President to:

- To assist the president in all her duties.
- To work closely with the president as a coach.
- To be aware of everything that takes place in the council like the president.
- To be prepared to take over if for any reason the president is unable to continue at her position.

Secretary:

It shall be the duty of the Secretary to:

- To be present at every meeting.
- To take down the minutes in every meeting.
- To mark the absentees at each meeting.
- To fill out and e-mail to all members the “minutes sheet “within 1 to 2 days of the meeting.
- To follow up with all members on their given tasks, and insist on meeting the deadlines.

Treasurer:

It shall be the duty of the Treasurer to:

- To keep track of expenditure that is made by the GSC.
- To keep a record of receipts or a proof of purchase for each expenditure of the GSC.
- To prepare a “treasury report “after each event of the council.
- To handle all finances.
- To keep the members of the council updated on a regular basis of the balance amount available.
- To assess, evaluate and influence the decisions made for funding GSC projects.
- To prepare, discuss and implement immediate plans for repaying debt, if any, without causing harm and difficulties to the GSC.

Head of Subgroups:

It shall be the duty of the Head of Subgroups to:

- Students Social Affairs (SSA) Head
- Media Head
- To take charge of the projects that come under their title.
- To take care of the welfare of their subgroup members.
- To ensure that the members are all doing their jobs.
- To form smaller groups of the subgroup members to deal with specific tasks and events.
- To hold regular meetings with the subgroup teams and discuss issues that may concern them.
- To be supportive of the members (especially the younger ones).
- To keep track of all the projects under their title and to ensure that all the projects are executed smoothly.
- To keep the GSC informed of the progress of their sub-groups and their activities.

I have thoroughly read the constitution, and agree to its terms and conditions.

Name: _____

Date: ____/____/____

Signature: _____