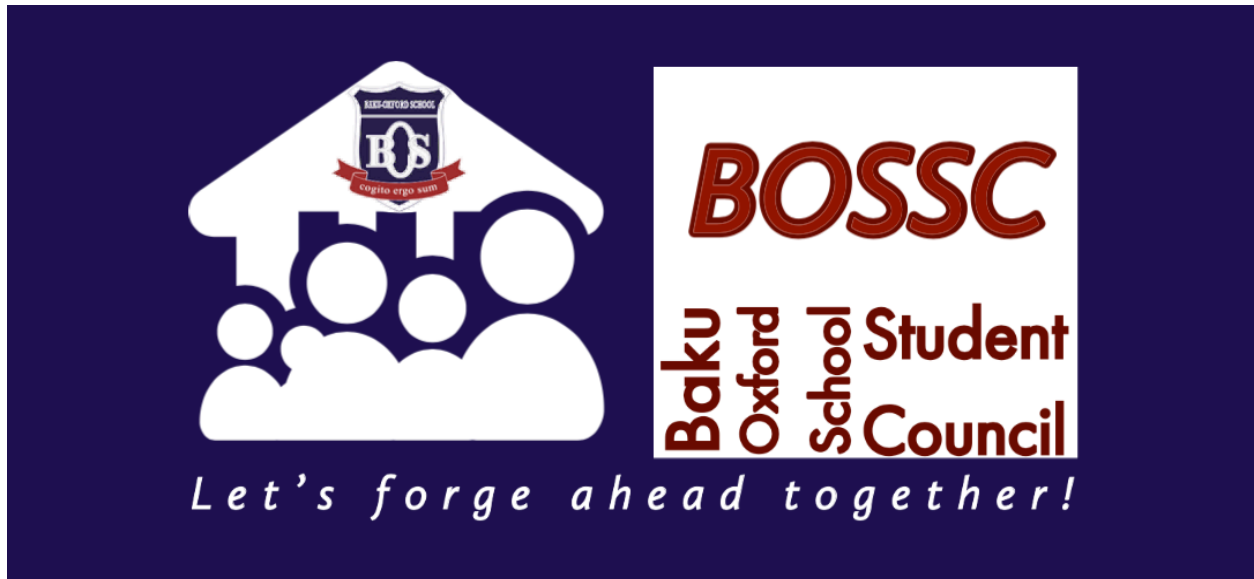




STUDENT COUNCIL CONSTITUTION

BAKU OXFORD SCHOOL

2022-2023

PREAMBLE

We, the students of Baku Oxford School;

Acknowledging that all students are equal and that, on the basis of that equality, they have certain inalienable rights.

Convinced that in order to protect those rights, student representative councils must be established among students, with power derived from student consent.

I. STUDENT COUNCIL

The Student Council serves as the governing body for all students enrolled at the Baku Oxford School in Baku, Azerbaijan. The Student Council shall act as a voice for the student body, be the bridge between the school administration and the student body, fostering a better and more supportive environment for everyone. Further, the Student Council shall reflect the interests of the student body consistent with the purpose of the Student Council (see Article II).

The Student Council shall be composed of students from both the Middle School and High School, as defined in Article III.

II. PRIVILEGES

Section I – The right to raise and spend money.

The student council has the right to conduct fundraisers to increase the council treasury, and to spend money, with approval by the sponsor and principal and in accordance with school board policy, and secured by a majority vote of the council.

Section II -- The power to establish and set meeting dates.

The council shall meet at least once every week while school is in session. Date shall be agreed upon by a majority vote.

Section III – The right to sanction committees and appoint chairs.

The council shall sanction committees and their chairs with approval by the sponsor and principal and in accordance with school board policy along with a majority vote by the council.

Section IV – The right to remove an officer or member.

The members of the council retain the power to remove an officer or bar a member from the council. To remove or bar a member, procedures will follow Robert's Rules of Order. Both the person(s) being removed are required to give reasons moving for removal and a defense respectively. A quorum must be present at the removal and a majority vote is required to cause removal or otherwise. The final decision however, rests on the council advisor and the principal of BOSSC, Jeyla Nasibova.

A person may be removed from the council in the case of but is not limited to:

- ISS/AEP placement
- Cheating
- Deviance from the code of conduct
- Not promoting a positive image of the Student Council.
- A person is to be put on probation if they:
 - I. Miss two meetings in a six week period without due cause (doctor's appointment, absence from school that day, etc.)

Section V – The right to hold assemblies.

The council retains the right to hold assemblies to inform the student body of upcoming events.

Section VI – Concerning rights not enumerated.

The council retains rights not enumerated here. The enumeration in the constitution, of certain rights, shall not be construed to deny or disparage others retained by the council.

Section VII – The rights of the principal to veto.

The principal of Baku Oxford School shall have final veto power over all decisions made by the Student Council.

III. PURPOSE OF THE STUDENT COUNCIL

The purpose of the Student Council is to represent and address the needs and interests of the student body at the Baku Oxford School. It shall strive to facilitate communications and interaction between the students, teachers, staff, and the surrounding community, and shall sponsor various educational and social activities that will further this purpose.

IV. OFFICERS

The Student Council Executive Officers shall be the President, the Vice President, the Treasurer, and the General Secretary. The term of office shall be one academic year for each of the Executive Council members. All officers shall serve a term of two consecutive (Fall and Spring) semesters. Additionally, beginning in fall 2021, a set of responsibilities referred to as ‘Diversity and Inclusion Liaison’ will be added via Presidential appointment to one or more Student Council Officer positions.

V. EXECUTIVE COUNCIL

The roles, responsibilities and duties of the elected Executive Council members of the Student Council are described in the sub-sections below.

The Executive Council shall meet at least once every 2 weeks pertaining to issues and new proposals for the welfare of the Students.

1. PRESIDENT

- Give assistance, guidance, and praise
- Act as a facilitator during discussion

- Maintain frequent contact with faculty and administration
- Work with advisor/general Secretary on all planning
- Participate in student council sponsored activities/events

1.1.1 The President shall lead, organize and coordinate matters concerning the General Body.

1.1.2 The President shall be the Chairperson of the Student Council and the Executive Council.

1.1.3 He/she shall liaise with the School's Administration on all matters concerning the academics, well-being and safety of the General Body. The President will be the representative of students who will participate in every administrative decision regarding students.

1.1.4 The President will be a MS/HS representative for attending meetings of the Middle and High School Bodies.

1.1.5 The President will participate in every disciplinary Committee .

1.1.6 The President shall represent the General Body in all matters relating to the Student discipline and academic. He/she shall participate in the discussion of every Academic/ discipline rule which comes up in school.

1.1.7 He/she shall analyse the situation of the General Body and generate the Agenda for the next meeting of the Student Council and Executive council.

1.1.8 He/she shall convene meetings of the elected Executive Council and of the General Body as and when the need may arise.

1.1.9 The President shall ensure that the minutes of the GBMs and its Executive committees are recorded correctly.

1.1.10 The President shall be responsible for ensuring coordination amongst the various constituent Boards of the Council.

1.1.11 He/she shall ensure, together with Secretaries of the respective boards, funding for the Student council.

1.1.12 He/she shall work closely with the other Executive Council members in relation to the Student Council events.

2. GENERAL SECRETARY

- The General Secretary is the face of the council

2.1.1 In all circumstances and conversations to organize events and develop the Programme, he/she must consult with the President of the Student Council.

2.1.2 He/She is the direct link between the council and management and is responsible for updating them on the work being carried out.

2.1.3 The main role of the General Secretary is to lead the Students' Council through each and every event.

2.1.4 He/She should be present for each and every event/meeting scheduled by the President of the Council (unless more important work arises that needs to be handled by the General Secretary only) as it sets a good example for his team to follow.

2.1.5 He/She should ensure event planning and organization is happening in an appropriate manner. In case it isn't, it is his/her duty to make the required changes and steer the team back on course.

2.1.6 He/She Should handle permissions required for events, including outside permissions required like police and BMC permissions.

2.1.7 He/She should coordinate with other councils in the school.

2.1.8 He/She should plan and schedule the events of all the councils of the school in such a way that it does not interfere with the teaching and learning process. It is his/her responsibility to coordinate with other councils for their program schedule and preparation of consolidated student activity planner and get approval from the Principal in the beginning of the year.

2.1.9 He/she should handle, along with the entire student council, the election process of the new student council of the school.

2.1.10 He/she should handle, along with the entire student council, the election process of class representatives in the first or second week of the school. This should be done in consultation with the President of the Student Council.

2.1.11 He/She should address any issue that may arise within the council with respect to work allotment and general duties of each post in the council.

2.1.12 He/She is also responsible for ensuring that the Student Council President, Vice President, and Treasurer are respected and treated well by every member of the council (including himself/herself) and other students in school.

2.1.13 He/She is responsible for defending the integrity of the council and should always uphold the virtues this council represents.

2.1.14 He/She is responsible for solving any disputes that may arise between council members or between school students and council members during any event. (The General Secretary should be present and the entire council should back him/her up)

2.1.15 He/She should be there for each and every member of the council and provide experienced advice to the team. The council should know that they can depend on the General Secretary whenever required. That being said, they should also respect him/her and his/her decisions.

2.1.16 Handle permissions required for events, including outside permissions required like police and BMC permissions.

2.1.7 He/She is responsible for ensuring the team is happy and working in a manner that maintains the status of the Students Council.

3. TREASURER

3.1.1 He/She Should handle all the finances of the council, maintain proper records of money received and handled by the Student council and will ensure proper receipt and accounting of all council funds.

3.1.2 He/She should help Student affairs to prepare a budget for various student activities.