

## INTERNATIONAL SCHOOL OF WALVIS BAY STUDENTS COUNCIL – CODE OF CONDUCT

### PURPOSE

The purpose of the Student Council is to work together to promote school spirit, make important team decisions as part of student government, enforce the school **Code of Conduct** and provide special events and service projects for the school community

### POLICIES

The organisation shall follow all school policies and procedures and school rules and not seek to change them. Meetings will be run according to procedures and in collaboration with the teacher council.

### MEMBERSHIP

Council members are democratically elected by students in IGCSE classes (years 8, 9 and 10), and teachers.

Criteria are as follows:

- Must be responsible, a good team player, creative thinker, hard worker and a good listener.
- Must display outstanding behaviour and social skills at all times, must be a model student of character, respectful to adults and peers at all times.
- Satisfactory or higher achievement for academics. May not have any record of suspension or excessive absences from school.
- Able to attend all Student Council meetings held in the councillor's conference room, starting promptly, approximately twice a month. Minutes of the meetings must be handed to Ms Gibson or Ms Le Roux.
- Willing to sacrifice break time routinely in order to participate in Students Council functions, committee meetings or activities including playground duties.
- Permitted by parents to be photographed or videotaped for educational purposes in newspapers and/or web pages as part of the Student Council.
- Permitted by parents to join an email list to receive urgent Student Council news or reminders from the advisors.
- Must be prepared to address students/parents/teachers during school assemblies or functions.
- Student Council Representatives will earn points toward merits during the year of attendance for, preparedness, participation, responsibility and more. Number of points offered will be at the discretion of the advisors.
- At the end of the school year, members with top points could automatically be selected to serve in the Student Council the following year.

## DUTIES OF OFFICERS

- **PRESIDENT** – The Head Boy and Head Girl will alternate – rotate monthly. One or both must have one year prior experience in the Student Council, and two years attendance at ISWB.
  - Produces an agenda for each meeting
  - Runs the meetings according to procedures.
  - Delegates jobs and projects.
  - Supervises all events and acts as spokesperson on behalf of the Student Council
- **VICE PRESIDENT** – The Head Boy and Head Girl not in the President’s chair, must fulfil the duties of the Vice President.
  - Stands in for the President at meetings and events in their absence
  - Helps the President in supervising activities
  - Keeps attendance records and reports on attendance at meetings
  - Takes notes (minutes) at meetings in the absence of the secretary.
- **SECRETARY** – Must have one year prior experience in the Student Council.
  - Takes notes at all meetings and writes or types minutes to be distributed to all representatives and advisors.
  - Distributes relevant information at meetings
  - Responsible for any/all communications (letters, cards, etc.)
- **TREASURER**
  - Keeps ledger sheet and accounting binder for Student Council accounting.
  - Helps advisors count money from fundraisers.
  - Reports at meetings
- **HISTORIAN**
  - Keeps a scrapbook of all Student Council activities including photographs, webpages, newspaper articles, flyers etc. The scrapbook will serve as a record of our school history.

## SPECIAL RULES

Student Council Representatives must adhere to all school and council rules. Reasons for dismissal from council:

- Missing 3 meetings, except for approved absences from school or involved in an event with another school activity.
- Being suspended for any reason
- Recommendation from any classroom teacher or principal for inappropriate behaviour.
- Missing half of all meetings whether excused or not.

- Unable to meet qualifying criteria under Membership.
- Violating the Student Council Pledge outlined at the end of this document.

## PLEDGE

**On this day and before this assembly of teachers, students and parents of The International School of Walvis Bay, I do hereby solemnly pledge:**

**That I shall be loyal and faithful to the cause of our school;**

**That I shall always cherish the best,**

**That I shall always endeavour, to the best the best of my ability, to be worthy of this trust placed upon me;**

**That in the execution of my duties, I shall never seek personal glory or rewards, but always place the interest of the school above all;**

**That I shall be ever mindful of our motto:**

**EXCELLENCE IN EDUCATION!**

*THESE By-Laws were drafted and adopted by the 2013/2014 ISWN Advisory Committee,  
Ms Gibson, Ms Le Roux and the Principal Ms Meyer, on February 7, 2013.*