**GUIDELINES FOR ARI IB DP STUDENTS COUNCIL**

**DEFINITION AND PURPOSE**

**ARI IB DP STUDENTS COUNCIL** is a body that is comprised of students from **Pre-IB DP** and **IB DP** classes in **OZEL ARI ANADOLU LISESI**.

The main purpose of the council is:

1. To strengthen the medium of communication between the school administration, IB DP coordinating office, and the students.
2. To assist in planning and development of various projects including cultural, sports, social, and other educational interests of students of **IB** in **OZEL ARI ANADOLU LISESI**.
3. To serve as a platform that contributes to the development of **ARI IB DP** students' leadership skills, planning and volunteering.

**OBJECTIVES**

The set of objectives for the council shall be:

1. To support the administrative officials and IB DP coordinating office in the development of the IB Community by means of sharing the opinion/suggestion/feedback of the council members.
2. To represent the views of IB DP students on matters of general concern.
3. To promote an environment conducive to educational and personal development by working closely with administrative officials, IB DP coordinating office, teachers, and students.

***(\*However, in no case/situation shall the council influence/force/alter the decision-making procedure of the administrative officials /management of the school.)***

**THE EXECUTIVE BOARD**

The governance of **ARI IB DP STUDENTS COUNCIL** shall be vested in the Executive Board. The Executive Board shall consist of the following officers elected at the general meeting of the council which shall be held within one month to the end of each academic year:

a) President

b) Vice President

c) General Secretary

d) Deputy Gen. Secretary

e) Treasurer

f) Organizer

g) Deputy organizer

h) One representative from each class called Class Ambassador (CA)

**PATRON**

There shall be one member from either the administrative staff or the teaching staff of the school who shall act as Patron of the council. As a senior member of the Board and the Students Council, the Patron shall act as their advisor.

**DUTIES OF MEMBERS OF THE EXECUTIVE BOARD**

**The President**

The President shall, among other duties:

1. Be the Chief Executive Officer of **ARI IB DP STUDENTS COUNCIL**
2. Preside over all meetings of **ARI IB DP STUDENTS COUNCIL**, the Executive Board, or any other general meeting of the council at which he may be present
3. Together with the Secretary, prepare the agenda for each meeting on the advice of the Patron.
4. The President may also be designated to represent the Council at meetings with administrative officials /management.

**The Vice President**

The Vice President shall:

1. Act in the absence of the President.
2. Assist the President in the discharge of his/her duties.
3. Perform any other duties assigned to him/her by the President to further the interest of the council.

**The General Secretary**

The General Secretary shall:

1. Together with the President, prepare the agenda for each meeting.
2. Circulate the agenda for each meeting to all the members of the Council at the start of the meeting.
3. Keep minutes of all meetings of The Executive Board and those of the Students’ Council.
4. Present an Annual Report of **ARI IB DP STUDENTS COUNCIL** at the last general meeting of the members of the council.
5. Maintain records of the activities of **ARI IB DP STUDENTS COUNCIL.**
6. Keep members informed of activities of **ARI IB DP STUDENTS COUNCIL.**

**The Deputy General Secretary**

The Assistant Secretary shall:

1. Assist the General Secretary in the performance of his/her duties.
2. In the Absence of the General Secretary perform his/her duties.

**The Treasurer**

The Treasurer shall:

1. Keep the books and records of accounts of **ARI IB DP STUDENTS COUNCIL.**
2. Be the caretaker of all finances of **ARI IB DP STUDENTS COUNCIL.**
3. Present financial report on all expenses of **ARI IB DP STUDENTS COUNCIL** at the last general meeting of members of the council.

**The Organizer**

The Organizer shall:

1. Encourage members to partake in programmes/projects and meetings of **ARI IB DP STUDENTS COUNCIL.**
2. Serve as the publicity officer of **ARI IB DP STUDENTS COUNCIL**
3. Assist the secretary in the implementation of all resolutions

**The Deputy Organizer**

The deputy organizer shall assist the organizer in the performance of his/her duties.

**Class Ambassadors (CA)**

The CAs shall:

1. Serve as a bridge between their classes and the Executive Board by carrying information/input from the students of their classes to the council.
2. Disseminate the decisions and information shared by Executive Board of the council regarding the development activities to the class students.

**TENURE AND ELECTIONS**

1. The tenure of office of the Executive Board members (except the Patron) shall be one academic year.
2. Election of student members of the Executive Board shall be held one month to the end of the academic year through secret ballot.
3. Only members of **ARI IB DP STUDENTS COUNCIL** shall be entitled to vote, propose, nominate, or support the nomination of candidates

**NOMINATION OF CANDIDATES**

1. The nomination of a candidate shall be made by a member of **ARI IB DP STUDENTS COUNCIL** and shall be supported by a minimum of three members.
2. Nominations of candidates shall open three (2) months before the election and shall remain open for one month.
3. Where at the expiration of the time prescribed for nominations, only one candidate stands for an executive position, that candidate shall be declared duly elected by the Electoral Committee.
4. The nominated candidate shall not have been subjected to any disciplinary action by the school authorities
5. For the office of the president, the nominated candidate shall come from either 11 or 12 IB DP Classes.

**THE ELECTORAL COMMITTEE**

The Executive Board shall appoint four (4) members and a chairman to constitute the Electoral Committee in the first two months of the second semester. The Electoral Committee shall:

1. Be headed by the chairman
2. Be responsible for the conduct of the election of the student members of the Executive Board.
3. Notify members of **ARI IB DP STUDENTS COUNCIL** of the opening of nominations and shall indicate on such notices the mode of obtaining and submitting nomination forms
4. The Electoral Committee may co-opt any Member of **ARI IB DP STUDENTS COUNCIL** to assist in its duties.
5. The Electoral Committee shall serve for only one election.

**GENERAL MEETINGS**

1. The Student Council shall meet twice in a year (once in every semester)
2. Members of **ARI IB DP STUDENTS COUNCIL** are entitled to attend and vote at General Meetings.
3. The General Secretary shall give notice of the General Meeting with an agenda at least one month before the date of the meeting.
4. Quorum for the General Meeting shall be at least 50% of the members qualified to vote as stated in clause ***b*** above and no business except that of adjournment shall be conducted without a quorum.
5. The Patron and or any other person acting on his/her behalf shall be present at the General Meetings but shall not be entitled to nominate or vote.
6. The General Meeting cannot me convened if the Patron, President, and Secretary are all absent.
7. The Minutes of the meeting shall be recorded and should be made available with the Patron after getting signature from the President.
8. Copies of the minutes of the meeting shall be handed over to the secretary of the next student council at the end of the academic year.

**EMERGENCY MEETINGS**

1. The General Secretary shall convene an Emergency General Meeting whenever twenty registered members (20), request such a meeting by notice in writing addressed to the President containing the reasons for the meeting and the proposed agenda for the meeting.
2. The quorum for Emergency General Meetings shall be the same as for the normal General Meetings.

c) Where The Executive Board fails to call the Emergency General Meeting within 14 days of the receipt of the request for such a meeting, the requesting members may convene the Meeting.

**THE EXECUTIVE BOARD MEETINGS**

1. The Executive Board shall meet any time during the academic year to plan and or discuss issues related to the progress or challenges of the Students’ Council.
2. The General Secretary shall give notice of the agenda to members of the board in writing at least one (1) week before the meeting date.
3. The Minutes of the meeting shall be recorded by the General Secretary and shall be made available with the Patron, the Principal and the IB DP Coordinator after receiving the signatures of the President and board members present at the meeting.

**SAMPLE FORMAT OF MINUTES OF MEETINGS**

The minutes of the meetings should clearly reflect the Agenda Points. The format of the Minutes of the Meeting shall comprise the following items:

*\*Date, Time, and Venue*

*\*List of the Members Present*

*\*Details of any Specific Invitees from Administration /Management*

*\*Agenda Items and Outcomes/Resolutions of the Discussion*

*\*Next meeting details (If discussed in a specific context)*

**REPORTING**

The Executive Board members shall also share the reports/minutes of their meetings at any time with the Principal/Vice Principal/ IB DP Coordinator.

**RESOLUTIONS**

A resolution intended for consideration at General Meeting:

1. Shall be in writing and signed by the proposer or proposers and one other member of **ARI IB DP STUDENTS COUNCIL.**
2. Shall be submitted to the General Secretary at least a month before the date of the General Meeting at which it is intended to be moved; Notwithstanding, The Executive Board may admit a resolution even if it is submitted after the time limit.
3. Any resolution other than a resolution for the amendment of this Constitution or removal of an officer from office shall be passed by a simple majority of members present and in voting.
4. In the event of a tie, the Patron shall be contacted for a discussion on a resolution of the stalemate.
5. Any resolution made and passed at the General Meeting shall be binding on all members of **ARI IB DP STUDENTS COUNCIL.**

**REMOVAL OF OFFICE**

A person shall only be removed from office when 2/3 of members present at General Meeting or an emergency meeting convened for such purpose, vote in favor of it. The grounds for removal of any executive member from shall include the following:

1. Engagement in a conduct (i.e., fighting, substance abuse, etc. which results in disciplinary action by the school administration) that brings **ARI IB DP STUDENTS COUNCIL** into disrepute
2. Embezzlement of **ARI IB DP STUDENTS COUNCIL’s** funds
3. Misses Executive Board meetings three (3) consecutive times without any proper reason or justification
4. Fails to adequately complete the duties entrusted to them by the Council or the School Administration without proper justification for three (3) consecutive times.