



# Bellingham High School Student Environmental Committee

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# Bellinghen High Student Environmental Council (SEC)

## Preamble

The Bellinghen High SEC unit is a peer elected group which represents the students of Bellinghen High School.

Key environmental concepts/issues are debated during SEC meetings and then put into motion if deemed suitable.

The SEC aims to:

- Take action to improve the quality of school life for all students through student environmental activities and programs
- Allow all students to have a voice through their SEC in the way the school environmental policies function
- Act on goals identified by the SEC Steering committee
- Represent the school at local, state, national and international environmental programs and meetings
- Foster future environmental leaders through active involvement in the program
- Promote public education and its values



# **Bellingen High SEC Constitution**

## **1. Name**

The name of this organisation is **Bellingen High School Student Environmental Council**. Hereafter it will be referred to as the '**SEC**' (Student Environmental Council) or '**DETR**' (Doing Environmentally Related Things), and Bellingen High School as 'School'.

## **2. Aims and responsibilities**

a) The SEC seeks to effectively represent the student body interested in environmental issues. The SEC ensures that requests by students for change, improvement or innovation regarding environmental issues are carried out to the best of the ability of all those representatives elected by the school.

b) The elected SEC representatives pledge to represent BHS students' environmental interest but if individuals find themselves no longer typifying what it means to be a student environmental representative they will rescind their position in the SEC.

## **3. Composition of the SEC**

a) All year 7 classes will have 2 members per class elected to the SEC roll call (2013 = 8 year 7 students)

b) All year 8 classes will have 1 member per class elected to the SEC roll call (2013 = 5 year 8 students)

c) All year 9 classes will have 1 member per class elected to the SEC roll call (2013 = 5 year 9 students)

d) All year 10 classes will have 1 member per class elected to SEC roll call (2013 = 5 year 10 students)

e) Selected year 11 and 12 students (especially ex-SEC members) will have an opportunity to contribute to the SEC as mentors if they so wish.

f) The Steering Committee will have the administrative role in the SEC. The Steering Committee representatives will be elected by the rest of the SEC students.

- The Chairperson will be a year 10 student
- The Vice-Chairperson will also be a year 10 student
- The Secretary will be a year 9 student
- The Treasurer will be a year 9 student

Therefore a total of 4 members will be elected from within the selected SEC representatives during term 1 to determine the Steering Committee within the SEC

g) A SEC facilitator from the school staff will act as mentor and supervisor of SEC meetings and proceedings. The SEC facilitator will have no voting power.

#### **4. Election of representatives**

a) Students from years 7, 8, 9 and 10 wishing to nominate themselves as potential SEC candidates may collect, complete and hand in their nomination forms before the proposed date of election.

The nomination form will require the students to:

- i. outline the changes s/he intends to lobby for as a SEC representative
- ii. outline her/his attributes, character that would make her/him a suitable SEC representative
- iii. obtain a signature of both year advisor and another teacher
- iv. produce her/his own signature on the nomination form

b) The election process will be a preferential election. If there are more students willing to nominate themselves as SEC candidates, (upon approval of the year advisor, SEC facilitator and the deputy principal) than positions, a preferential election will be conducted. From this election the students with the most votes will be elected as SEC representatives.

c) The list of successful SEC candidates will announced to the school at an assembly following the election process.

#### **5. Meetings**

a) The SEC will hold their meetings during roll call/RATS.

b) On some occasions, the SEC will hold 'extraordinary' meetings at other times such as lunch time or during sport.

c) SEC sub-committees will meet during nominated roll calls or during their own time.

d) The Chairperson of SEC will act as Chairperson over the fortnightly organisational SEC meeting; assisted by the Vice-chairperson, Secretary and Treasurer

e) The meeting will be conducted in the following order:

- i. The Chairperson declares the meeting open
- ii. The agenda is presented by the Secretary

- iii. Minutes from the previous meeting are read by all SEC members, discussed and if necessary amended
- iv. Motions to be voted on from the previous meeting
- v. General Business, priority given to the items listed on agenda
- vi. Other issues to be presented by sub-committees

f) The Chairperson may change the proceedings of the meeting at her/his discretion

g) Any motion that is brought up during the meeting and seconded must be voted upon by all the SEC representatives.

## **6. Sub-committees**

a) All SEC members will be obliged to join one sub-committee within the SEC. The SRC is free to form sub-committees that are constructed to deal with specific issues as it sees fit.

b) By deciding to establish a new sub-committee within the SEC, the representatives must decide:

- i. The purpose and mission of the sub-committee
- ii. The period over which the sub-committee will exist; temporarily or permanently.
- iii. The number of SEC members to be appointed into the sub-committee
- iv. The powers of the sub-committee

c) As the SEC sees fit, a temporary sub-committee may be dissolved at any time by the Steering Committee. A permanent committee may be dissolved by a two-thirds majority vote from the SEC

d) Each sub-committee will be required to produce a report of progress and meeting minutes that is to be given to the Secretary before the fortnightly meeting

e) Each sub-committee must elect one representative to briefly report to the whole SEC of the progress and news.

f) The Vice-chairperson will be required to monitor all the sub-committees on progress and accomplishments.

## **7. Rules of debate**

a) The Chairperson will officially open and close the meeting.

b) Any member of the SEC may express their opinion, as long as it is done democratically and politely

c) A member wishing for the SEC to vote on a matter, s/he must announce the phrase "I call for a vote on the matter". In response, the Chairperson calls for a show of hands, a majority will make the matter legitimate. The Chairperson will declare "The motion to xyz has been moved". However if majority is not found, the matter will be defeated.

d) If the number of votes for or against a particular motion is equal, the vote is lost.

e) If any representative is disruptive and rude, s/he may be issued a warning by the student facilitator. If however s/he disrupts a second time, s/he may be asked to leave the meeting

f) The Secretary is responsible for recording all movements throughout the meeting; whether the motions are defeated, passed or differed.

g) No member of staff or other person who is not an SEC representative has voting power.

## **8. Amendments**

a) If any part of the SRC Constitution needs to be changed or added to, a vote should be taken, in which a majority vote will make the change or addition legitimate.