



## **MEF INTERNATIONAL SCHOOL STUDENT COUNCIL PROCEDURE**

### **STATEMENT OF AIM**

The Student Council is a decision-making body whose aim is to support the school's mission statement by:

- Promoting a culture of collaboration and action throughout the school community.
- Promoting initiatives that raise awareness of local and global issues.
- Providing a democratic forum for students to address school-related issues affecting their lives.
- Maintaining open communication between students and school staff.
- Helping develop school pride and a sense of community through fun, meaningful, and spirited activities.

### **RATIONALE**

- To value student voice and provide an avenue for its development.
- To encourage student involvement and leadership in decision-making processes of the school.
- To enable students to work collaboratively with school leadership, staff, and peers to make a positive contribution to school culture and community.

### **PROCEDURES**

#### **A. Primary School Student Council**

1. Organization: The Primary School Student Council is composed of representatives from each homeroom in Grades 3 to 5, elected by students in their homeroom.
2. Role: The Primary School Student Council promotes a culture of collaboration and action by welcoming new students, supporting those in need, resolving non-physical conflicts, taking an active role in school assemblies, and promoting initiatives that raise awareness of local and global issues.

#### **B. Secondary School Student Council**

1. Organization: The Secondary School Student Council consists of two representatives from each homeroom and a Leadership Team with various officer positions. Elections occur during the first month of the academic year, with an election committee making the final decision based on student and teacher votes. Homeroom representatives are chosen by volunteer or voting processes. Meetings are held regularly, with specific meetings for the Leadership Team, homeroom representatives, and whole council gatherings.
2. Role: The Secondary School Student Council supports the development of the school and the well-being of its students by working closely with school management and teachers, consulting regularly with students, involving as many students as possible in activities,

and organizing various events and initiatives in the areas of student voice, community service, and school service.

## **STRUCTURES AND RESPONSIBILITIES**

### **A. Primary School Student Council**

1. President: Presides over meetings, sets the agenda, represents the student body at official events, and coordinates with the Secondary School Student Council.
2. Vice President: Supports the President, assumes responsibilities in the absence of the President, and assists in coordinating activities and events.
3. Secretary: Records meeting minutes, maintains records, and manages communication with members, faculty, and administration.
4. Treasurer: Manages the council budget, maintains financial records, and reports on finances to the student body.

### **B. Secondary School Student Council**

1. President (Middle and High School): Presides over meetings, sets the agenda, represents the student body at official events, and coordinates with the Primary School Student Council.
2. Vice President (Middle and High School): Supports the President, assumes responsibilities in the absence of the President, and assists in coordinating activities and events.
3. Secretary: Records meeting minutes, maintains records, and manages communication with members, faculty, and administration.
4. Treasurer: Manages the council budget, maintains financial records, and reports on finances to the student body.
5. Public Relations Officer: Promotes council events and activities, manages social media and other communication channels, and fosters a positive image of the council within the school community.
6. Other Officer Positions: Specific roles include Prom Officer, Talent Show Officer, Service Officer/Humanity Committee Officer, and Spirit Officer.

## **FACULTY ADVISORS**

1. Both Primary and Secondary School Student Councils will have a designated faculty advisor.
2. The faculty advisor will provide guidance, support, and resources for the councils and serve as a liaison between the councils and the school administration.

## **ELECTION PROCESS**

### **A. Primary School Student Council**

1. Elections for Primary School Student Council will be held in the first month of each academic year.
2. Candidates must submit a written application and present a speech to their classmates outlining their goals and qualifications.
3. Students in each grade will vote for their preferred candidates, and the two with the highest number of votes will become class representatives.

### **B. Secondary School Student Council**

1. Elections for Secondary School Student Council will be held in the first month of each academic year.

2. Students are nominated by themselves, peers, and/or teachers. Once they have accepted to run, they have one week to campaign by creating posters and giving a speech to either the Middle or High School.
3. Students and teachers vote, and afterward, the top two candidates are interviewed by an election committee. The election committee, made up of the Deputy Principal, Secondary School Counselor, and one support teacher, makes the final decision, placing heavy weight on the secondary school's overall vote.

## **MEETINGS**

### **A. Primary School Student Council**

1. Regular meetings will be held at least twice a month.
2. Additional meetings may be scheduled as needed.
3. Meetings will follow a standard agenda format, including updates, discussions, planning, and decision-making.

### **B. Secondary School Student Council**

1. The Leadership Team meets with club leaders every Friday afternoon during 8th period club time and throughout the week as needed.
2. Once a month, homeroom representatives and the Leadership Team meet all together during homeroom time to discuss upcoming events and homeroom roles.
3. During the representative meeting, students share concerns from their homerooms with the Vice Presidents. Representatives will poll and discuss concerns with their individual homerooms prior to the assigned meeting.

## **ACTIVITIES AND INITIATIVES**

The Student Councils will work collaboratively to plan and implement activities and initiatives that enhance the school community and support the councils' aims. These activities and initiatives will be focused on three key areas: Student Voice, Community Service, and School Service. The councils will also serve as a forum for students to voice concerns and suggestions, and will collaborate with faculty and administration to address these issues.

### **A. Events**

1. Spirit Week: The Student Council will plan the events and activities held during our yearly Spirit Week.
2. Service and Spirit Activities: The Student Council will alternate every month organizing a service or spirit activity supported by homerooms. These activities should align with school expectations and goals and be approved by the Deputy Principal and the Principal.
3. Annual Talent Show: The Student Council will be responsible for organizing the annual Talent Shows.
4. Dances: The Student Council will support and assist in organizing the middle school dance and senior prom.
5. Monthly School Assemblies: Student Council will lead or contribute to monthly assemblies.

### **B. Key Activity Areas**

1. Student Voice: The Student Council will actively listen to the opinions of their peers and share them with school management. This may include conducting opinion polls, publishing a school newsletter, organizing interviews, and hosting student-led discussions.

2. **Community Service:** The Student Council will develop projects and initiatives that support local and global issues. This may involve organizing fundraisers, delivering presentations, initiating projects, and partnering with community organizations.
3. **School Service:** The Student Council will foster school pride and a sense of community through fun, spirited activities. Examples of these activities include Fall Spirit Week, school dances, Secondary School Assemblies, and other events that celebrate the school community.

Document History		
Date	Details	Responsible
August 2015	Policy created	Figen Sonmez
August 2018	Policy updated	Figen Sonmez
May 2022	Policy revised	Victoria Cerdas & Jennifer Graham-Magill