

LONGLEY PARK SIXTH FORM COLLEGE

STUDENT REPRESENTATIVES CONSTITUTION

Longley Park Sixth Form College will operate a system of elected student representatives who will have a structured input into a range of college processes. This will ensure that students' ideas, opinions and views are properly heard and can be taken into account within college decision making. This document sets out how these representatives will be elected, how they should manage their business, the roles they have within the College, and the support available to them from the College.

ELECTIONS

1. 10 Student Representatives will be elected from the student body who will normally serve for one calendar year from the 1st of January. Elections will normally take place in December.
2. All students who have a current Learner Agreement with Longley Park Sixth Form College will be entitled to vote in the elections, and will be entitled to stand for election under the arrangements outlined below.
3. To stand, a student will need to complete the nomination papers prepared each year by the outgoing Representatives with the support of the Student Services Manager. These will require candidates to have a proposer and seconder, and include an opportunity for the candidate to provide material in support of their candidature. This information will be posted in an appropriate area within the college intranet.
4. The Student Services Manager will arrange each year for an appropriate range of opportunities for the candidates to present their views to other students. This is likely to include use of the intranet, printed material and presentations.
5. The college expects all candidates to show that they are willing and capable of leading the student body in a manner that is consistent with the ethos of the college set out in the Learner Agreement and college policies covering areas such as Equality & Diversity. Any candidate whose campaign fails to meet these responsibilities may have his or her candidature terminated by the Principal.
6. Election arrangements will be published each year by the Student Services Manager. The college hopes to be able to develop on-line voting systems. Each student will be able to vote for up to 2 candidates.
7. The Student Services Manager and the Principal will act as returning officers to ensure that the elections are conducted in a fair manner. The total number of votes cast for each candidate will be published. The ten candidates with the most votes will be elected as Student Representatives.
8. If at any time during the year a vacancy arises, the candidate with the next highest number of votes will be offered the role of Student Representative as long as they are still a member of college. If they do not wish to take on the role, it will be offered to the candidate with the next highest number of votes and this process will continue until the post is filled or there are no further candidates.
9. If at any time this process does not produce a full cohort of 10 Representatives, posts will normally remain vacant. Further elections will only be set up with the agreement of the Principal.

OFFICER POSTS

1. There are 10 specific officer roles and it is expected that each Representative will take on one of these roles. The newly elected Representatives will meet with the Principal and the Student Services Manager

2. who will identify the candidates for each post and conduct a secret ballot within the Representatives for each post if it is required.
3. The officer posts are:
 - Chair of Student Representatives
 - Deputy Chair – Equality & Diversity
 - Deputy Chair – Health & Safety
 - Student Governor and NUS Representative
 - Finance & Charities Officer
 - 5 Directorate Representatives
4. The Student Services Manager will maintain an up-to –date role description covering the responsibilities of each of these posts as they develop over time. For the first year, model role descriptions will be provided by the college.
5. All Representatives are expected to represent student views in appropriate college meetings. They are also expected to develop systems for collecting student views and for reporting back on their activities to students. They will be supported in this by the Student Services Manager.
6. The “Student Governor & NUS Rep.” is the nominated Student Governor under the Instrument & Articles of Governance of Longley Park Sixth Form College. The Governing body will need to confirm this nomination at the first meeting after the election. The Chair of Student Representatives may also attend Governor meetings but is not entitled to vote at them. These two officers are expected to make a short annual report on the activity of the Student Representatives to the last Governors Meeting of each academic year.

SUPPORT

1. The Student Representatives will formally meet with the Student Services Manager once each week. The Student Services Team will support the Reps. with access to facilities, advice etc. Other students will normally be able to contact the Representatives through the Student Services Reception.
2. The Principal will meet with the Representatives at least once each half-term. These meetings will be used to review concerns raised by students and to plan developments and activities.
3. The Principal will meet with the Chair and the Student Governor approximately a week before each Governor Meeting to brief them on the business at the meeting and to help prepare any input from the Reps.
4. The Student Representatives will be allocated a budget each year by the college. They may also raise their own funds and charge for specific activities they arrange. The financial processes set up by the Representatives must be approved by the College Finance Officer and will be subject to formal audit.

DISQUALIFICATION

1. If at any time during the year a Student Representative ceases to be a student of Longley Park Sixth Form College, they automatically surrender their role and responsibilities as a Student Representative with immediate effect.
2. If a Student Representative is suspended from college for any reason, they are also suspended as a Student Representative. Their post is not considered to be vacant, but they can play no part in college life during their suspension.

3. If a Student Representative is found to be abusing his or her role they can be dismissed from this role by the Principal, who will make a report to the other Representatives concerning this action. It may not be possible for the Principal to give full details to the other Representatives. If any Representative or any other student has concerns of a serious nature concerning a Student Representative they should speak in confidence to the Student Services Manager.
4. A dismissed Student Representative has a right of appeal against the dismissal following the college's normal appeals procedure.

CODE OF CONDUCT

1. The Student Representatives have a clear responsibility for the leadership of the student body. In order to deliver this responsibility they should ensure that they conduct themselves under the following guidelines:
 - Student Representatives should use their roles for the benefit of the student body as a whole and avoid situations where it might be felt that they have used their roles for their own benefit or for the benefit of their friends.
 - Student Representatives should take their roles seriously. This means they should make genuine efforts to consult with a wide range of students, attend meetings regularly, and present views in a responsible manner.
 - Student Representatives should ensure that they follow the principles set out in the College Equality & Diversity policy.
 - Student Representatives should conduct all their business in a way which meets the requirements of College procedures such as Health & Safety Policies and Financial Regulations.