



# A Constitution in 10 Steps

## School councils need a constitution because:

- It provides everyone with a clear statement of the purpose of your school council
- It sets out all the rules and procedures to be followed by the school council so that anyone can look them up
- It is a good way of checking that the council is doing everything it is supposed to do

## A constitution for your school council in 10 steps

**1 Name:** What is the name of your school council?



**2 Purpose:** What does your council aim to do (general rather than specific aims)?

- 1
- 2
- 3



**3 Members:**

- How is the membership of the council made up (number of class reps and year council reps)?
- How can you ensure that minority ethnic students are properly represented?
- How can you ensure that the interests of students with SEN or disabilities are properly represented?



**4 Elections:** How are the members elected?



**5 Officers:** Who are the officers (eg, chair, secretary) and how are they chosen?



**6 Responsibilities:** What are the responsibilities of council members, officers and staff?

**Council Members**

Role:

Responsibilities:

- 1
- 2
- 3

**Officers**

Role:

Responsibilities:

- 1
- 2
- 3

**Staff**

Role:

Responsibilities:

- 1
- 2
- 3

**7 Removal/Resignation:** How can members resign or be removed?

**8 Meetings:**

- When, where and how often will meetings be held?
- What is the minimum number of people who need to attend for the meeting to go ahead (quorum)?
- How will decisions be made?

**9 Boundaries:** Are there any issues which should not be discussed at meetings?

**10 Finances:**

- If there is a bank account who will sign the cheques?
- What can the council spend its money on?

**Consultation on the draft constitution**

Once a draft constitution has been written, as many people as possible should be consulted about it. This needs to be done in each form group. Everyone should have their say before the final version of the constitution is agreed. In this way everyone in school is involved in thinking about their council from the beginning. The Headteacher needs to check the final version before the constitution is printed and circulated.