

# CONSTITUTION OF THE REPRESENTATIVE COUNCIL OF LEARNERS ( RCL ) - GRASSDALE HIGH SCHOOL

## 1. PREAMBLE

WE, the learners of Grassdale High School, acknowledge our loyalty to the school. COMMIT ourselves to the principles and practices of democratic school governance; and ADOPT this constitution for all learners at the school.

## 2. NAME

Representative Council of Learners hereinafter referred to as the "RCL"

## 3. GENERAL PRINCIPLES OF THE RCL

- 3.1 The RCL will uphold the principles of democratic governance.
- 3.2 Every learner shall be represented by the RCL.
- 3.3 No learner shall be unfairly discriminated against.
- 3.4 The RCL shall at all times conduct itself in a responsible and accountable way.
- 3.5 The RCL shall at all times uphold the Code of Conduct.

## 4. COMPOSITION OF THE RCL

The RCL will be composed of all the learners who are democratically elected from each class in the school.

## 5. AIMS OF THE RCL ARE TO:

- 5.1 build unity among learners in the school;
- 5.2 address the needs of all learners in the school;
- 5.3 keep learners informed about events in the school and in the school community;
- 5.4 encourage good relationships within the school between learners and educators, and between learners and non-teaching staff;
- 5.5 encourage good relationships within the school between teachers and parents of learners;
- 5.6 establish fruitful links with other schools.



## 6. ELECTION OF MEMBERS OF RCL

6.1 Grade 8 to 11 are elected in the last week of October, which will be the grade 9 to 12 for the following year. The incoming Grade 8 will be elected by end of January each year.

6.2 Each class in the school nominates candidates from their respective grade for the RCL.

6.3 Nominees must also be seconded.

6.4 A secret ballot paper is given to each learner in the class where he/she must vote for AT LEAST two nominated learners (one boy and one girl) in the grade.

6.5 The two Class representative presents their manifesto at the Grade assembly.

6.5 A secret ballot paper is given to each learner in the Grade where he/she must vote for AT LEAST Three (3) nominated learners in the grade.

6.6 The 3 Candidates in each grade that receive the most votes are elected as Members of the RCL

## 7. ELECTION OF THE EXECUTIVE COMMITTEE

7.1 At the first meeting, convened by the TLO within seven days after the election of the RCL, the RCL shall elect an Executive Committee.

7.2 The Executive committee shall be elected from amongst the members.

7.3 The election of the Executive committee shall be by secret ballot.

7.4 The Executive committee shall comprise at least the following:

7.4.1 Chairperson

7.4.2 Deputy Chairperson

7.4.3 Secretary

7.4.4 Deputy Secretary

7.4.5 Treasurer

7.5 The TLO shall inform the District Manager in writing of the names of the RCL and the office bearers.

## 8. DUTIES OF THE OFFICE-BEARERS

### 8.1 *Chairperson and or the Deputy Chairperson*

- 8.1.1 Chairs all meetings where he/ she is present.
- 8.1.2 Conduct all correspondence and activities of the RCL.
- 8.1.3 Enforce the Constitution.
- 8.1.4 Sign Minutes.
- 8.1.5 Represent the RCL at official functions.
- 8.1.6 Perform all duties associated with the office.
- 8.1.7 Represent the RCL on the SGB.

### 8.2 *The Secretary*

- 8.2.1 Keep minutes and record decisions taken by the members.
- 8.2.2 Prepare the agenda for the each meeting.
- 8.2.3 Keep a file of all correspondence received and sent out.

### 8.3 *The Treasurer*

- 8.3.1 Keep a record of all monies received and used.
- 8.3.2 Submit regular reports on the financial position of the RCL.
- 8.3.3 Prepare financial statements for all functions and report to the SGB.

### 8.4 *Chairpersons of Committees*

- 8.4.1 Plan and organize events related to their committee.
- 8.4.2 Promote participation under the learners of the school.
- 8.4.3 Represent the school during any of the events at and away from the school

## 9. DUTIES AND FUNCTIONS OF THE RCL-MEMBERS

- 9.1 RCL-members must always remember that wherever they go, they represent the school and the principal and must always set the correct example.
- 9.2 Promote a culture of learning in the school.
- 9.3 Support the principal, teachers and non-teaching staff in the performance of their duties.
- 9.4 Assist with the development of the Code of Conduct.
- 9.5 Help to implement the Code of Conduct.
- 9.6 Help to organize cultural and sporting events.
- 9.7 Participate in official fund-raising events.
- 9.8 Promote the interest of all the learners.
- 9.9 Help the register teacher with administrative duties during the register period.

## 10. TERM OF OFFICE

- 10.1 The members of the RCL and the Executive Committee will hold office for a Period no longer than one year.
- 10.2 A member or office bearer shall give up his/her RCL status if:
  - 10.2.1 He/she leaves the school.
  - 10.2.2 He/she resigns in writing
  - 10.2.3 He/she is guilty of repeated misconduct and acts of level three infringements.
  - 10.2.4 He/she does anything that causes harm to the image of the school, the principal, teaching and non-teaching staff and learners.

## 11. COMMITTEES OF THE RCL

- 11.1 The RCL may appoint one or more committees to perform certain functions determined by the RCL.
- 11.2 Every RCL committee shall be chaired by a member of the RCL.
- 11.3 The RCL may alter or invalidate any decision taken by a committee.
- 11.4 Committees may co-opt learners to help them fulfil their task.



## 12. MEETINGS

12.1 Ordinary meetings of the RCL shall be held at least once a week.

12.2 The Executive committee shall meet at least once a week.

12.3 A Quorum of the RCL shall be 50% of the members.

12.4 The RCL shall disclose any information for inspection that is requested by a learner, teacher or parent, unless the information requested would constitute an invasion of privacy.

12.6 The RCL shall report to learners and teachers at least once per quarter.

12.7 The Chairperson and Deputy Chairperson will attend the SGB meetings that is held every month, where they will hand in a written report on the activities of the RCL and the different committees, present proposals, raise problems, etc.

## 13. MINUTES OF MEETINGS

13.1 The secretary of the RCL shall keep minutes of every meeting and shall submit the minutes to the RCL at the next meeting.

13.2 A copy of the minutes shall be submitted to the principal.

13.3 Minutes of all meetings must be made available to any member on request.

## 14. FINANCES

14.1 The RCL is subjected to the Official Financial Policy of the school.

14.2 The SGB usually budgets for expenditures of the RCL

14.3 All finances received and spend by the RCL, must go through the school's financial records.

14.4 The RCL cannot open a bank account or have a petty cash.

14.5 The correct procedure must be followed when money is needed for projects and event.

14.6 No sponsorships are allowed to be collected without the prior permission of the principal and necessary letters.

## 15. CONSTITUTION OF THE RCL

15.1 The RCL must adopt a Constitution after consultation with the learners, Teachers and SGB representing the parents.

15.2 The Constitution must be submitted to the Head of the Department for approval.

15.3 The Constitution must comply with the minimum requirements determined by the provincial Minister of Education by notice in the Provincial Gazette.

## 16. AMENDMENTS TO THE CONSTITUTION

16.1 A decision to amend the Constitution shall require a two-thirds majority of the total membership of the RCL after all members have been informed of the proposed amendments in writing at least two months on advance.

16.2 All amendments to the Constitution shall be submitted to the Head of the Department.