



Effingham Secondary School

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CONSTITUTION OF THE REPRESENTATION COUNCIL OF LEARNERS OF EFFINGHAM SECONDARY SCHOOL

1. PREAMBLE

WE, the learners of Effingham Secondary School, acknowledge our loyalty to the school.

And we COMMIT ourselves :

to the principles and practices of democratic school governance;

to enable learners to contribute towards the improvement of the culture of learning, teaching and service in our school; and

to ADOPT this constitution for all learners at the school.

2. NAME

This body of learners will be called the 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 School's Code of Conduct.

4. COMPOSITION OF THE RCL

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

4.2 Each class shall be represented by two [2] learners – one male and one female learner democratically elected by their peers in that class.

4.3 The Chairpersons and Secretaries of all approved Clubs and Societies shall also sit on the RCL as observers [Only speaking rights & no voting rights]

5. AIMS AND OBJECTIVES OF THE RCL ARE TO

5.1 build unity among learners in the school;

5.2 create a sense of co responsibility in learners

5.3 create the opportunity to identify and train future leaders

5.4 to promote sport and cultural activities with the school community

5.5 address the needs of all learners in the school and provide a voice for learners expression

5.6 keep learners informed about events in the school and in the school community;

5.7 encourage good relationships within the school between learners and educators, and between learners and non-teaching staff;

5.8 encourage good relationships within the school between teachers and parents of learners;

5.9 establish fruitful links with other schools.

5.10 provide learners with an opportunity to participate in decision-making regarding the school.

6. RESPONSIBILITIES OF THE RCL

The following are the responsibilities of the RCL:

- 6.1 It must liaise and communicate with learners, professional school management team [SMT] and the SGB of the School.
- 6.2 It must accept that the well being of the school and the learners is its primary task
- 6.3 It must foster a spirit of mutual respect, good manners and morality among learners
- 6.4 It must provide and maintain discipline among learners and promote the general welfare of the school
- 6.5 It must foster participation in school activities
- 6.6 It must provide training ground for developing leaders
- 6.7 It must help learners to feel at home in the school
- 6.8 it must lead learners to develop high ideals of personal conduct
- 6.9 It must provide orderliness and not disrupt the order in the school
- 6.10 It must help management in implementing the school policy
- 6.11 It must attempt to democratise its activities at the school.
- 6.12. It must uphold the School's Code of Conduct and the RCL Constitution at all times.

7. ELECTION OF MEMBERS OF RCL

- 7.1 The election of the grade 12 RCL is held in the beginning of the third quarter of their grade 11 year. The reason for this is to train the grade 12 RCL to take the lead in the school in the beginning of the year.
- 7.2 Grade 8 to 11 are elected in the second week of February of the year
- 7.3 Each class in the school nominates candidates for the RCL in writing.
- 7.4 Nominees must also be seconded.
- 7.5 Learners with 50 or more Code of conduct demerits can not be nominated or elected for the RCL.
- 7.6 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 class.

8. ELECTION OF THE EXECUTIVE COMMITTEE

- 8.1 At the first meeting, conveyed by the TLO within seven days after the election of the RCL, the RCL shall elect an Executive Committee.
- 8.2 The Executive committee shall be elected from amongst the members.
- 8.3 The election of the Executive committee shall be by secret ballot.

8.4 The Executive committee shall comprise at least the following:

- 8.4.1 The Chairperson
- 8.4.2 The Deputy Chairperson
- 8.4.3 A Secretary
- 8.4.4 A Treasurer [Who will serve as Chairperson of Finance Committee]
- 8.4.5 Chairpersons for each committee:
 - Sport, Arts & Culture,
 - Building & Maintenance
 - Learner Welfare
 - Discipline, Safety & Security
- 8.4.6 Three [3] learners elected to represent the RCL on the SGB [If not a part of 8.4.1 to 8.4.4]
- 8.5 *The TLO shall inform the District Manager in writing of the names of the RCL and the office bearers.*

9. DUTIES OF THE OFFICE-BEARERS

9.1 The Chairperson

- 9.1.1 Chair all meetings where they are present.
- 9.1.2 Conduct, together with the Secretary, all correspondence and activities of the RCL.
- 9.1.3 Enforce the Constitution.
- 9.1.4 Co - Sign Minutes.
- 9.1.5 Represent the RCL at official functions.
- 9.1.6 Perform all duties associated with the office.
- 9.1.7 Represent the RCL on all external bodies / functions

9.2 Deputy Chairperson

- 9.2.1 Deputise all functions of the Chairperson in his or her absence.
- 9.2.1 Carry out any other duty as allocated by the RCL.

9.2 The Secretary

- 9.2.1 Keep minutes and record decisions taken by the members and Co - Sign Minutes.
- 9.2.2 Prepare the agenda for the each meeting.
- 9.2.3 Conduct, together with the Secretary, all correspondence and activities of the RCL. Keep a file of all correspondence received and sent out.

9.3 The Treasurer

- 9.3.1 Keep a record of all monies received and used.
- 9.3.2 Submit regular reports on the financial position of the RCL.
- 9.3.3 Prepare annual financial statements for all functions and report to the SGB.
- 9.3.4 Represent the RCL on the School Finance Committee

9.4 Chairpersons of Committees

- 9.4.1 Plan and organize events related to their committee.
- 9.4.2 Promote participation under the learners of the school.
- 9.4.3 Represent the school during any of the events at and away from the school
- 9.4.4 represent the RCL in their respective portfolios on the School Sub Committees.

10. DUTIES AND FUNCTIONS OF THE RCL-MEMBERS

- 10.1 RCL-members must always remember that wherever they go, they represent the school and the principal and must always set the correct example.
- 10.2 Promote a culture of learning in the school.
- 10.3 Support the principal, teachers and non-teaching staff in the performance of their duties.
- 10.4 Assist with the development of the Code of Conduct.
- 10.5 Help to implement the Code of Conduct.
- 10.6 Help to organize cultural and sporting events.
- 10.7 Participate in official fund-raising events.
- 10.8 Promote the interest of all the learners.
- 10.9 Help the register teacher with administrative duties during the register period.

101. TERM OF OFFICE

- 10.1 The members of the RCL and the Executive Committee will hold office for a period not longer than one year.
- 11.2 A member or office bearer shall give up his/her RCL status if:
 - 11.2.1 He/she leaves the school.
 - 11.2.2 He/she resigns in writing
 - 11.2.3 He/she is guilty of repeated misconduct and acts of level three infringements.
 - 11.2.4 He/she does anything that causes harm to the image of the school, the principal, teaching and non-teaching staff and learners.

12. COMMITTEES OF THE RCL

- 12.1 The RCL may appoint one or more committees to perform certain functions determined by the RCL.
- 12.2 Every RCL committee shall be chaired by a member of the RCL.
- 12.3 The RCL may alter or invalidate any decision taken by a committee.
- 12.4 Committees may co-opt learners to help them fulfill their task.

13. MEETINGS

- 13.1 Ordinary meetings of the RCL shall be held at least once a quarter.
- 13.2 The Executive committee shall meet at least once a week.
- 13.3 The Chairperson & Secretary may convene a special meeting at any time if circumstances require such a meeting.
- 13.4 A Quorum of the RCL shall be 50% + 1 of the elected members.
- 13.5 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.
- 13.6 The RCL shall report to learners and teachers at least once per quarter.
- 13.7 The Chairperson & Secretary 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.

14. MINUTES OF MEETINGS

- 14.1 The secretary of the RCL shall keep minutes of every meeting and shall submit the minutes to the RCL at the next meeting.
- 14.2 A copy of the minutes shall be submitted to the principal.
- 14.3 Minutes of all meetings must be made available to any member on request.

15. FINANCES

- 15.1 The RCL is subjected to the Official Financial Policy of the school.
- 15.2 The SGB usually budgets for expenditures of the RCL
- 15.3 All finances received and spend by the RCL, must go through the schools's financial records.
- 15.4 The RCL can not open a bank account or have a petty cash.
- 15.5 The correct procedure must be followed when money is needed for projects and event.
- 15.6 No sponsorships are allowed to be collected without the prior permission of the principal and necessary letters.

16. THE PROTOCOL TO BE FOLLOWED

The RCL and/or learners may communicate in the following ways:

- 16.1 LEARNER ---- CLASS REPRESENTATIVE ---- RCL ---- TLO ----PRINCIPAL**
[This is the preferred route to follow]
- 16.2 LEARNER ----PRINCIPAL --- RCL**
[Principal will refer matter to TLO]
- 16.3 RCL --- PRINCIPAL**
[Principal will refer matter to TLO]
- 16.4 RCL --- LEARNERS**
- 16.5 CLASS REPRESENTATIVES ----- RCL**

17. CONSTITUTION OF THE RCL

- 17.1 The RCL must adopt a Constitution after consultation with the learners, teachers and SGB representing the parents.
- 17.2 The Constitution must be submitted to the Head of the Department for approval.
- 17.3 The Constitution must comply with the minimum requirements determined by the provincial Minister of Education by notice in the Provincial Gazette.

18. AMENDMENTS TO THE CONSTITUTION

- 18.1 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.
- 18.2 All amendments to the Constitution shall be submitted via the SGB to the Head of the Department.

THIS CONSTITUTION WAS RATIFIED AND ADOPTED AT A GENERAL MEETING OF THE RCL ON FRIDAY, 6 MARCH 2015 AT EFFINGHAM SECONDARY SCHOOL

- 1. **Chairperson** : **Erin N Hammond** _____

- 2. **Deputy Chairperson** : **Pooja Gungadeen** _____

- 3. **Secretary** : **Luyanda Jiyane** _____

- 4. **Treasurer** : **Krean Pillay** _____

- 5. **T L O** : **Mr S K Naidoo** _____

- 6. **Principal** : **Mr Inderan Govender** _____

- 7. **Chairperson of SGB** : **Mr Anesh Naidoo** _____

Friday, 6 march 2015