

Backwell Sixth Form - Constitution of Committee

1. The Committee

a) This will consist of tutor group representatives. One representative is elected by each tutor group.

b) The number and type of officers will be determined by each new committee, but there will always be a Chairperson, a Secretary and a Treasurer.

Only the elected representatives of Year 12 tutor groups are entitled to stand for election as officers, and these are also the only people with a vote in the election of the officers.

The election of the officers will take place at a committee meeting chaired by the retiring Chairperson.

c) The Committee has the power to call on individuals from the Sixth Form to join them at their meetings if the Committee feels it is necessary.

d) Duties will be spread evenly within the Committee.

e) Communication between the Committee and the rest of the Sixth Form must remain high. This will be achieved not only by having tutor group representatives, but also by having a notice-board in the Sixth Form area on which minutes of meetings and details of events will be posted by the Secretary.

2. The function of the Committee

a) It is not solely a social committee, to organise social events for the members of the Sixth Form, but it is also concerned with the organisation and welfare of the students, and will liaise between teachers and students.

b) The members of the Sixth Form Committee are elected to help the Sixth Form and voice their tutor group's opinion - **not** to achieve personal gain.

c) The Committee should take responsibility for liaison with former Sixth Form students. At the very least invitations to the Leavers' Ball should be sent to recent leavers.

3. Meetings

a) Meetings will normally be held on Monday tutor times in the library (permission being requested from the Librarian). Changes in the day, time and place and extra meetings are possible if the Chairperson feels it is necessary and there is general agreement within the Committee.

b) At Committee meetings a representative from each tutor group **must** attend. If a tutor group's representative is absent, a deputy from the same tutor group may stand in temporarily. Where possible, this deputy will be the runner-up in the election.

c) The Secretary will keep a record of meetings by writing minutes, which should be circulated to Committee members, the Sixth Form Team and the Senior Leadership Team.

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4. Election of tutor group representatives

- a) Each tutor group will elect one member to represent them.
- b) The election of the new Year 12 tutor group representatives will take place in November, and they will join the Committee as soon as they are elected. Once these members have joined the Committee, they have the right to vote at meetings.
- c) Candidates must be nominated and seconded in writing by two different members of their tutor group at least two days before the election.

Tutors receive and keep the nomination papers.

- d) Tutors and all members of the tutor group in school must be present at the election, the timing of which must be published in advance.

If students who do not wish to be candidates know in advance that they cannot be present, then they must inform the tutor which way they wish their votes to be cast. Absent students who have not informed the tutor of their wishes lose their vote.

- e) Voting is by secret ballot on slips of paper. The tutor does not have a vote. The slips are to be given to the tutor, who is asked to count them.

- f) The definition of a majority is as follows:

If there are only two candidates, the winner is the one with the most votes.

If there are more than two candidates, a candidate must have the votes of more than half the people in the group to be an outright winner; if this is not so, the tail-ender has to drop out (other candidates being allowed to withdraw if they want to), and everyone then votes again. This is repeated if necessary.

- g) The name of the elected representative must be given to the existing Chairperson without delay.

- h) The tutor group representatives will remain in office from November to the following Easter at the latest (about 16 months).

- i) Tutor groups may change their representative if either the existing representative steps down or there is two-thirds agreement within the tutor group in favour of a change of representative.

If so, an election process similar to the original one will take place: the Committee must be kept informed, and as before the tutor will oversee the nominations, balloting and vote-counting.

5. Changing the constitution

- a) If any part of the constitution is challenged, then a referendum of the Sixth Form can be taken. This challenge can come from any Sixth Form student, and the student must make their proposal public by posting it on the Committee notice-board in the Sixth Form area for five school days. After that time all members of the Sixth Form should be asked to vote for or against the proposal.

- b) Votes should be counted by tutors (who do not have a vote themselves).

- c) If two-thirds (or more) of the Sixth Form are in favour of the change, the Committee is obliged to implement it.