



# 1. Policy: ELECTION OF STUDENT LEADERS for 2019

## **1. Introduction**

1.1 There are three groups of student leaders at Alexandra Secondary College:

- i. The College Captains and Vice Captains,
- ii. The House Captains
- iii. The SRC Representatives

1.2 The roles and responsibilities of the different groups of student leaders within the College differ but may also overlap.

1.3 The College Captains and Vice Captains are elected in a different way to House Captains and SRC Representatives; however all groups of student leaders must meet a set of eligibility criteria to be able to become candidates for their positions. Note: voting for SRC Representative positions is not required.

## **2. Election of College Captains and Vice Captains**

### ***The Nomination Process***

2.1 The election process for College Captains and Vice Captains commences in September and involves all Year 11 students.

2.2 Notification of the upcoming elections is first placed on the 'Sentral' and published in 'Inside Out'.

2.3 Information on the election process, student eligibility and the conditions of nominations will be discussed at a Year 11 meeting. Information packs will be available from the front office.

2.4 Year 11 students who are interested in being nominated for the College Captaincy roles must first meet the eligibility criteria (Section 3).

2.5 Eligible Year 11 students must complete: an official 'Nomination Form', 'Student Academic Performance Statement' and a written submission addressing the question "Why should you be elected College Captain?" by outlining the qualities they will bring to the school if they are elected as School Captain and to also outline the duties and responsibilities they see essential to filling the role as a school leader. These 3 documents need to be submitted to the **General Office by 3:30pm on Monday 10<sup>th</sup> September.**

2.6 A list of all nominees will be posted on the Staff Notice Board for review by all Staff. Staff will be invited to comment on each of the candidates with respect to their eligibility.

2.7 Year 11 students will be invited to approach the Principal if they have any concerns about the eligibility of any of the candidates.

**2.8 Successful nominees will be notified in writing by 3:30pm on 15<sup>th</sup> October**

2.9 The Principal will read the written submissions and determine whether each candidate has met the submission criteria. Students may be requested to resubmit their written outlines.

2.10 Photocopies of each submission will be posted around the College for review by the student body.

2.11 Candidates must then write an election speech and submit this to the Principal for **approval by Monday 22<sup>nd</sup> October.** Speeches must *not* be accompanied by music, props or gimmicks of any nature.

2.12 Approved election speeches will be photocopied and kept for reference. Candidates will be instructed that they cannot deviate from their approved speech during the actual election ceremony. Copies of each candidate's speech will be followed closely by a staff member during the election ceremony. If a candidate deviates significantly from their original speech, they will be notified that they are no-longer eligible to run for College Captaincy and an announcement will be made at the conclusion of the Election Speeches.

2.13 The order of speakers will be determined by drawing candidate names at random from a hat.

2.14 The order of candidate names on the ballot paper will also be determined by drawing candidate names randomly from a hat.

2.15 Candidates will be notified **by Monday 22<sup>nd</sup> October** of the order in which they will be expected to speak and their position on the ballot paper.

2.16 The ballot paper will have the male candidates listed first and the female candidates listed second.

**Note: Elections will take place on Monday 29<sup>th</sup> October .**

### ***The Voting Process***

2.17 All staff and students in the College can vote for the College Captains and Vice Captains. Each staff member or student may vote once only and voting is not compulsory.

2.18 Staff and Students will be instructed to write the number one next to their first preference candidate and the number two next to their second preference candidate on the ballot paper.

2.19 Polling booths will be open for all of lunchtime on the day of the election. Booths will be located in the College Hall and Social Staff Room.

2.20 Students will be appointed to supervise the polling booths. They will mark the names of voting students off roll lists and hand them a ballot paper and pencil.

2.21 The appointed students will count the votes during Period 5 on Election Day under the supervision of the teacher in charge of the SRC or their delegate. Votes will be counted by using a preferential voting system unless the AEC makes a different recommend.

2.23 The successful and unsuccessful College Captains and Vice Captains will be notified by the Principal during Period 6 on Election Day. The results will then be announced over the PA at the completion of Period 6.

2.24 The successful College Captains and Vice Captains will be presented with their badges at the next Presentation Evening. From the date of the announcement onwards, they will undertake their roles as student leaders; however, the outgoing College Captains will host the Presentation Night where possible.

### **3. Eligibility Criteria for College Captains and Vice Captains**

3.1 Nominations for the College Captain and Vice Captain roles are open to all Year 11 students who meet the eligibility criteria outlined below.

3.2 Candidates must have been successful in all subjects undertaken in Semester One of Year 11 and be well on the way to successfully completing all Semester Two subjects. At the time of the election, students will not know whether they have been successful in their Semester Two subjects. To this end they must obtain signatures from their current teachers to confirm that they are likely to gain a satisfactory grade in each Semester Two subject. The grade 'Not Assessed' is considered to be a pass grade in this instance.

3.3 Candidates must have a very good behaviour record for both Year 10 and Year 11. Student records will be scrutinised to determine the suitability of each candidate. Any student who has been suspended from school in either Year 10 or Year 11 may not run for College Captaincy roles. The records of students who have been exited from classrooms in either Year 10 or Year 11 will be reviewed before that student can continue their campaign.

3.4 The behavioural history of all candidates will be discussed in a Staff Meeting to determine the suitability of each nominee. Students who have a record (written or anecdotal) of inappropriate behaviour in Years 10 and 11 including bullying, rudeness, smoking or destruction of property will not be eligible to run for College Captaincy.

3.5 Candidates should have a history of involvement in many school based and/or community extracurricular activities. These may include sporting events, socials, productions, band, lunchtime activities and leadership positions.

3.6 Students with a criminal record outside of the College are not eligible to run for student leadership roles.

#### **4. The Role of the College Captains and Vice Captains**

4.1 College Captains and Vice Captains represent all students in the college and must act as role models by abiding by all College Rules.

4.2 College Captains must attend School Council Meetings which are held monthly and which run for approximately two hours.

4.3 Both Captains and Vice Captains are expected to host any General Assemblies held throughout the year.

4.4 College Captains and Vice Captains may be involved, or at the very least, liaise with the Year 12 Committee and the SRC.

4.5 College Captains and Vice Captains must represent the college at the Alexandra ANZAC Day Ceremony where possible.

4.6 College Captains and Vice Captains must undertake various other duties at the discretion of the Principal and Assistant Principal, Later Years Leading Teacher, teacher in charge of student leadership and the College Council.

4.7 If a College Captain or Vice Captain is unable or unwilling to fulfil the above duties, then the Principal may remove them from the position of student leader.

4.8 If a College Captain or Vice Captain no-longer meets the eligibility criteria outlined in Section 3, during Year 12, then the Principal may remove them from the position of student leader.

## **5. Election of House Captains**

- 5.1 The election of House Captains will occur in Term 4 prior to any end-of-year exams.
- 5.2 Nominations will be requested during a purposely scheduled House Assembly. The Senior House Captain will be nominated from students in Years 9-11 and Junior House Captain from students in Years 7-8.
- 5.3 The behavioural history of all nominated candidates will be discussed in a Staff Meeting to determine the suitability of each nominee. Students who have a record (written or anecdotal) of inappropriate behaviour including bullying, rudeness, smoking or destruction of property will not be eligible to run for the positions of Senior or Junior House Captain.
- 5.4 Once the suitability of each candidate has been determined, successful nominees will be asked to prepare a speech for reading at a second purposely scheduled House assembly. At the conclusion of the speeches each student will be granted one vote. The votes will be tallied by the House Leader or their nominee(s) and candidates will be notified of the outcome by the end of the assembly.
- 5.5 House Captains will receive their badges at the Investiture Ceremony that will take place in late February of the following year.

## **6. The Roles of the House Captains**

- 6.1 House Captains should take the lead role in running House assemblies.
- 6.2 House Captains are required to organise the filling of placements for events in the Swimming and Athletic sports days during a purposely scheduled assembly.
- 6.3 On the actual day of the sports the House Captains should inform all participants of the times of their events and the location of the marshalling areas to assist competitors to reach their events punctually.
- 6.4 House Captains should play an active role in organising the House- based Reddrop Shield Lunchtime Activities Programme.
- 6.5 House Captains should play an active role in coordinating their performance for the annual House based Glee competition.
- 6.6 House Leaders are responsible for ensuring that each of their House groups has an SRC representative to represent their points of view, wishes and suggestions.

## **7. SRC Representatives**

Students may nominate themselves for the position of SRC Representative.

SRC Representatives are not required to undergo a formal nomination and election process.

The SRC does not place a maximum limit on the number of students that may act as its representatives.

SRC Representatives receive their badges at Presentation Night at the end of the year in which they were a representative. To receive their badge representatives must have attended 90% of scheduled meetings. Badges will reflect the years of service to SRC, eg SRC 1, SRC 2 etc.

## **8. The Roles of the SRC Representatives**

8.1 SRC Representatives shall attend SRC Meetings every 3-4 weeks to discuss issues and concerns raised by their House Groups, and then pass on any recommendations to the Principal and School Council.

8.2 SRC Representatives are responsible for supervising the Fund Raising for their House Group and are in charge of the weekly collection jars, the proceeds of which are used to support our World Vision foster child.

8.3 SRC Representatives are required to participate in any College Fundraising efforts, for example Jeans for Genes day, Footy Colours Day etc

8.4 SRC Representatives may undertake training in election procedures and supervise and assist at the College Captain Elections.

8.5 SRC Representatives monitor the SRC sports equipment.

8.6 SRC Representatives assist with the organisation of the Annual Penny Concert and other designated school based events

## **9. Failure to meet the Criteria of Leader**

Student Leaders who are unwilling to complete their duties or who no-longer meet the eligibility criteria may have their position removed at the discretion of their House Leader in consultation with the Principal and Assistant Principal.

The Principal makes the final decision on the criteria listed in paragraphs 1 to 9 and on the eligibility of students.



## 2. OFFICIAL NOMINATION FORM

### Alexandra Secondary College School Captain Elections

Full Name of Person Nominated:.....

Name of Nominator: .....

Signature of Nominator: .....

#### **Acceptance of Nominee:**

I ..... accept this nomination to participate in the Alexandra Secondary College School Captain Elections. I have read and understand the conditions under which I may participate in the election. I understand that with this position come responsibilities, which I will endeavour to fulfil to the best of my ability.

Signature of Nominee: .....

Date: .....

*Return this form to the General Office.*



### 3. STUDENT ACADEMIC PERFORMANCE STATEMENT

#### INTRODUCTION

To be eligible to run for School Captain it is important that you have been successful in your current Year 11 studies. The School Captain role is a very important position of leadership and as such, you are expected to be a good role model for other students in terms of your academic performance.

#### INSTRUCTIONS

Please obtain the signatures of your Year 11 teachers to certify that you have passed your Semester One subjects and are likely obtain a satisfactory grade for your Semester Two subjects.

Name of Student: .....

Form Group:.....

Subject	Name of Teacher	Semester One Satisfactory	Semester Two Satisfactory	Teacher Signature

*Return this form to the General Office.*