



BYLAWS OF THE INTERNATIONAL SCHOOL OF POZNAN HIGH SCHOOL STUDENT COUNCIL

Ver 22.23.1

Preamble

We, the students of the International School of Poznań, in order to ensure ourselves representation within the School, establish and acknowledge these bylaws to secure the continued existence of the International School of Poznań High School Student Council.

CHAPTER I: GENERAL PROVISIONS

1. The International School of Poznan High School Student Council, hereinafter referred to as the Student Council, abbreviated “SC”, operates within the International School of Poznan, hereinafter referred to as the School, abbreviated ISoP.
2. The Student Council operates by the powers given to it by the International School of Poznan Management Board, in accordance with Chapter 3, Points 2 & 13 of the International School of Poznan High School Bylaws.
3. The Student Council operates in accordance with all applicable legal provisions.
4. The goal and aim of the Student Council is:
 - a. to be a direct representative of students at School;
 - b. to pursue diplomacy and discussion with other School entities such as the Teachers’ Council, the High School Principal, and the Management Board;
 - c. to provide students with activities within the School and the wider School community;
 - d. to provide students of the School with a forum for discussion;
 - e. to organise and coordinate extracurricular School activities;
 - f. to involve students with democracy and democratic principles akin to those of the real world;
 - g. to help improve the School community;
 - h. to provide help and guidance to all students;
 - i. to instil in students an understanding of their duties and responsibility in relation to their rights and freedoms at School.
 - j. to ensure student’s rights and freedoms are respected and act as an advisor in certain cases if invited by the Management Board or the HS Principal to do so.

CHAPTER II: STRUCTURE & ORGANISATION

1. The Student Council consists of 15 students.
2. The Student Council is run primarily by the Student Council Representatives, hereinafter referred to as the Representatives.
3. The Representatives consist of:
 - a. the Student Council President, hereinafter referred to as the President;
 - b. the Student Council Vice President, hereinafter referred to as the Vice President;
 - c. the Student Council Secretary, hereinafter referred to as the Secretary.
4. The President is responsible for:

- a. coordinating the work of all Committees (see Chapter II, Point 7) and the Representatives;
 - b. overseeing and finalising all decisions made by the Student Council
 - c. representing the Student Council in official meetings;
 - d. reviewing applications of candidates for positions within the Student Council in time of selections in accordance with the specified criteria (see Chapter III, Section III);
5. The Vice President is responsible for:
- a. acting as deputy of the President and assuming their responsibilities in the case of their absence;
 - b. coordinating events organised by the Academic and Recreational Events Committees (see Chapter II, point 7, a-b);
 - c. aiding the President in any way requested;
6. The Secretary is responsible for:
- a. scheduling meetings;
 - b. providing agendas for General Meetings (see Chapter IV, Point 1), Special Meetings (see Chapter IV, Point 3) and Assemblies (see Chapter IV, Point 9);
 - c. taking notes from General Meetings, Special Meetings, Assemblies and any discussions involving the Management Board or School Principal;
 - d. appointing a Student Council Member to take notes & document any meetings in which they are absent.
 - e. keeping a record of all past meetings and events;
 - f. keeping track of expenses made by the Student Council (if applicable).
7. The Student Council additionally comprises of the following bodies, made up of three students each:
- a. the Academic Events Committee, responsible for:
 - i. accepting suggestions for the organisation of academic events, which are defined as extracurricular activities aiming to increase students' knowledge, skills or academic competences, through a dedicated form;
 - ii. reviewing and approving or rejecting these suggestions within a month;
 - iii. overseeing select extracurricular activities organised by the student community. taking initiative to host events for the benefit of the School community.
 - b. the Recreational Events Committee, responsible for:
 - i. accepting suggestions for the organisation of recreational events, which are defined as extracurricular activities aiming to allow

- students to relax, mingle or spend time with their peers without involvement in academics, through a dedicated form;
 - ii. reviewing and approving or rejecting these suggestions within a month;
 - iii. overseeing the extracurricular activities when they happen and regulating their recurrence (if applicable);
 - iv. taking initiative to host events for the benefit of the School community.
- c. the Outreach Committee, responsible for:
 - i. helping new students acclimate to the school environment;
 - ii. accepting complaints from students;
 - iii. mediating disputes and discussions between students and teachers when invited to do so by the Principal or the School Management.
 - d. the Public Relations Committee, responsible for:
 - i. informing students about decisions made by the Student Council regarding all of its competences;
 - ii. promoting the authority and values held by the Student Council, including to the MS graduating classes;
 - iii. announcing election dates and results.
8. The Committees refer to general responsibilities of members and specific temporary groups can be formed for unique tasks
9. Any Student Council member that is part of a committee is a Student Council Committee member, hereinafter referred to as a Committee Member.

CHAPTER III: SELECTION & ELECTIONS

Section I: General Provisions

1. Two processes are used to determine the members of a Student Council in an academic year:
 - a. The June Elections;
 - b. The September Selection.
2. Representatives serve for one academic year. A Representative may not, under any circumstances, candidate for a Representative position they have already held.
3. Committee Members must inform the President of their intent to remain in or leave their position for the next academic year after the results of the June Elections are announced each year.
4. A Candidate for any position within the Student Council must provide the following:

- a. the Candidate's personal information (full name, age, grade);
 - b. the Candidate's latest behavioural and academic assessment, usually the final grade for the previous year or for the previous semester;
 - c. a signature of recommendation from a teacher or staff member.
5. A Student Council member's term may be shortened, after the reviewal of the issue by the President, if:
- a. their behaviour grade decreases below the criterium for their position;
 - b. they achieve a failing grade in any subject in two consecutive quarters, unless all Representatives and the member in question agree to a deal requiring the member to improve by the next quarter;
 - c. their attendance to General and Special Meetings (if applicable, also Assemblies) falls below 80%, not including justified absences (see Chapter IV, Points 2, 4, 10);
 - d. their signature of recommendation or any information provided on application is proven falsified;
 - e. they are suspended from the Student Council by the Management Board or the High School Principal with cause.
 - f. they are suspended from School;
 - g. they resign, providing:
 - i. information about this to the Student Council on a General Meeting, one month prior to the resignation in the case of Committee Members and three months prior to the resignation in the case of Representatives;
 - ii. a letter of resignation to the President, unless the one resigning is the President, in which case the letter is to be sent to the Vice President.
 - h. they no longer attend the School due to private circumstances or expulsion.

Section II: The June Elections:

(regarding Student Council Representatives only)

1. The June Elections are to be held in the last month (30 days) of the academic year to determine the Representatives (President, Vice President & Secretary) who shall serve in the next academic year.
2. All High School students and 8th graders may vote in this election.
3. Votes are tabulated by members of the sitting Student Council and the High School Administrator.

4. Only current council members are eligible to run in the June elections for the position of President and Vice President. All students may candidate for the position of Secretary.
5. A Candidate's application will be rejected if:
 - a. their behavioural grade is below very good ;
 - b. they have any failing grades (based on their grades from the previous quarter);
 - c. the Candidate's application is incomplete (see Chapter III, Section I, Point 4);
 - d. the application is delivered after the set deadline;
6. Upon acceptance of their application, a Candidate may lead a campaign under the condition of:
 - a. it being in accordance with any legal provisions or School regulations;
 - b. taking place through posters, social media & a dedicated event organised by the incumbent student council;
 - c. the posters being approved by the Student Council before being displayed on school grounds.
7. A Candidate must cease all campaigning activities three days prior to the election.
8. The voting is to be conducted anonymously via Google Form.
9. In the event the President is removed or resigns from their position, the Vice President will be promoted to the role of the President.
10. The resignation or removal from office of the Secretary or Vice President or both results in another election being conducted within a month (30 days) of the vacancy appearing, following the procedure of the June Elections.
11. The results of the June Elections must be announced by the final week (7 days) of the academic year.
12. The newly elected Representatives begin their terms on the first day of the new academic year.

Section III: The September Selections

(regarding non-Representative Student Council Members only)

1. The September Selections are to be held in the first 2 weeks of the academic year to determine the students to fill the vacancies created by students departing the Student Council. The selection process is to be announced at the end of the previous academic year, candidates have the summer holidays to write their Letter of Candidacy (see Chapter III, Section III, Point 4)
2. The scores of each candidate will be released after the first week of the academic year.

3. Candidates present their applications to the current Representatives prior to the established deadlines.
4. In addition to the aforementioned requirements (Chapter III, Section I, Point 4), candidates to the September Selections must provide a word Letter Of Candidacy (LOC) describing why they should be a part of the Student Council. Based on this letter the Representatives decide which candidates will be selected for the Student Council (see Chapter III, Section III, Point 7).
5. A Candidate's application will be rejected if:
 - a. their behavioural grade is below good;
 - b. the Candidate's application is incomplete (see Chapter III, Section I, Point 4);
 - c. the application is delivered after the set deadline;
 - d. They aren't an ISoP High School Student.
6. Any aspiring Candidate is strongly advised to assess whether they can achieve satisfactory results in academics whilst fulfilling their duties within the Student Council, especially when repeating a class.
7. The Representatives select the Student Council Members based on the number of points scored by the candidate within their letter of candidacy according to the September Selection Criteria (see Chapter VI, Point 5). They are later assigned seats in specific Committees.
8. In the event that there are fewer candidates than vacancies, the selection may be cancelled entirely.
 - a. This entails the students who submitted their candidacy and fit the criteria receiving a seat in the Student Council.
 - b. If not all seats in the Student Council are filled after the September Selections, the Representatives may take the measures intended for resignation (see Chapter III, Section III, Point 9) or choose to proceed in another way they see fit, for instance making an exception and/or lowering the criteria temporarily for that Selection only.
9. In the event that a Committee Member resigns, the Student Council must:
 - a. inform students of this and the possibility to candidate for a specific position;
 - b. accept applications for the following two weeks;
 - c. select a replacement to the vacancy within a week after the application deadline.
10. During this first month, any meetings may still take place (with the members that remained in the Council after the previous academic year) regardless of vacancies.
11. After the deadline set for candidates' applications elapses, the Representatives send the candidates the amount of points they received according to the

selection criteria. Candidates that wish to appeal their result may do so within two days of receiving the result.

12. After all appeals have been resolved, the Representatives announce the newly appointed Student Council Members.

CHAPTER IV: MEETINGS

1. The entirety of the Student Council meets every month at a General Meeting.
2. Attendance to a General Meeting is mandatory to all members of the Student Council unless excused no later than the day the meeting takes or took place by:
 - a. absence to school;
 - b. sudden sickness;
 - c. compulsory schoolwork.
3. A Representative may call for an additional meeting of all members of the Student Council if the need arises, in which case it is called a Special Meeting.
4. Attendance to a Special Meeting is mandatory to all members of the Student Council unless excused no later than the day the meeting takes or took place by:
 - a. absence to school;
 - b. sudden sickness;
 - c. compulsory schoolwork;
 - d. the meeting being announced less than 48 hours before it takes place.
5. The agenda to every meeting prepared by the Secretary is to be handed out prior to or at the start of a meeting.
6. A Representative or Committee member who has an important/specific role in the meeting in question may appoint a substitute from the Student Council to temporarily assume their role for the course of a Special or General Meeting they will be absent to, regardless of whether this absence is excused.
7. During a General or Special Meeting, a resolution may:
 - a. be proposed;
 - b. be voted on;
 - c. be altered or revised;
 - d. be ratified.
8. General and Special Meetings are to follow Robert's Rules of Order. A quorum of 70% is required to vote on resolutions.
9. The Outreach Committee holds monthly meetings with High School Class Presidents and Class Vice Presidents called Assemblies.
10. Attendance to an Assembly is mandatory to all relevant members unless excused no later than the day the meeting takes or took place by:
 - a. absence to school;

- b. sudden sickness;
 - c. compulsory schoolwork .
11. Student Council members may hold meetings between themselves, in which case they are called Committee Meetings.
 12. A Committee Meeting may take place between members of one Committee or between multiple Committees.
 13. It is the Committee members' responsibility to provide a note about the Committee Meeting and a brief of it to the Secretary.
 14. There is no mandatory attendance quota for Committee Meetings.

CHAPTER V: PROPOSALS

1. Proposals are ideas and recommendations to improve School life for the Students and School community.
2. The Student Council has the right to:
 - a. bring forward proposals;
 - b. pass proposals;
 - c. alter or revise proposals;
 - d. ratify proposals.
3. In order to pass, a proposal must receive $\frac{2}{3}$ majority (10 votes) vote from the entire Student Council.
4. A vote on a proposal is not anonymous, with the opportunity for Student Council members to give a 2-minute speech prior to the voting, with a limit of 5 speeches per voting, unless agreed upon otherwise.
5. After a proposal is ratified by the Student Council, it can then be brought forth to the Management Board for further deliberation.
6. The Management Board may return the proposal to the Student Council if they deem further revisions of it are necessary. Once a proposal has been returned, any revisions must adhere to points 3 and 4.
7. The rejection of a proposal by the Management Board requires justification to be issued to the Student Council President for informative purposes only.

CHAPTER VI: FINAL PROVISIONS

1. The High School Student Council Bylaws may be amended following a $\frac{2}{3}$ majority vote on the subject by all members of the student council and the consent of the Management Board.
2. Any amendment must be executed in writing.
3. Term(s) used throughout this document:
 - a. Academic year - The time period between the School opening ceremony, typically held in September, and the School closing ceremony, typically held in June.
 - b. Letter of candidacy - A piece of writing made by a candidate for the Student Council within the September Selections that describes the candidate's motivations and reasons for joining the Student Council.
4. The 2022-2023 Student Council consists of the members of the Student Council Founding Committee and decisions are made based on majority vote.
5. The High School Student Council Bylaws, School Bylaws, [September Selection Criteria](#) and other documents may be found at www.isop.pl.