# **SRC Constitution (Template)**

An SRC constitution is a guide that helps your SRC work smoothly. It explains who’s involved, what you’ll do, and how you’ll make decisions together.

Use the questions below to shape your SRC’s rules and structure. You don’t need to answer everything at once. Start with the most important parts and build from there.

**1. What’s our school and SRC called?**  
Write down the name of our school and decide what to call your SRC.

**2. Why do we have an SRC?**

Think about the purpose of your SRC.

* What do we want to achieve?
* How will we make school life better for students?
* What are our key areas of responsibility (like student voice, events, wellbeing)?

**3. Who can be part of the SRC?**

Consider how the SRC will represent all students fairly.

* How will we make sure different year levels and groups are included?
* What should be expected from SRC members (like attendance, behaviour, teamwork)?

**4. How do we run SRC elections?**

Plan a fair and open election process.

* How can students nominate themselves or others?
* How will students vote?
* When will elections happen each year?
* How long will each SRC member stay in their role?

**5. What roles do we need in the SRC?**

Think about who will do what.

* Chairperson: Who will run the meetings and speak on behalf of the SRC?
* Secretary: Who will take notes and share information?
* Treasurer: Who will keep track of money and budgets?
* Are there any other roles we need, like a communications rep or wellbeing lead?
* How will we decide who does each role?

**6. What does the teacher advisor (SRC Coordinator) do?**

Every SRC needs a teacher to support them. This role is usually called the SRC Coordinator.

* How will the teacher help?
* What decisions need to be checked with them or the school?

**7. When and how often should we meet?**

Decide what works for your SRC.

* How often will we meet (weekly, fortnightly)?
* When will we hold our Annual General Meeting (AGM)?
* Can we call extra meetings if something important comes up?
* How many members do we need at a meeting to make decisions (a quorum)?

**8. How will our meetings run?**

* Let’s agree on how we’ll stay organised.
* Who sets the agenda (the list of things to talk about)?
* How will we make decisions? By vote, consensus, or something else?
* Who will take notes (minutes), and where will we keep them?

**9. Should we create committees for special projects**

Big ideas sometimes need smaller teams.

* When would we create a committee—for example, for a fundraiser or school event?
* Who would join, and how would they report back to the SRC?