



## Administrative Procedures

<b>AP-402</b>  STUDENT GOVERNANCE	<b>Date of implementation:</b> Fall 2006 <b>Date of review:</b> January 25, 2024
	<b>Related Administrative Procedures:</b> <a href="#">AP-701 Financial Accounting and Auditing</a> <a href="#">AP-702 Budget</a>

**Purpose:** The Division endorses the formation and operation of Student Leadership Advisory Committees (hereafter referred to as “Committee”) to enable facilitation of school activities so long as those Committees act in accordance with Division policy and procedures.

### 1) General

- a) The principal, or a staff advisor designated by the principal, supervises the Committee.
- b) The principal, or a staff advisor, is the liaison between the Committee and the staff of the school.
- c) The principal, advisor, and Committee should seek the input of the School Community Council and student body when determining the mandate of the Committee.
- d) The general purpose of the Committee is to provide opportunities for leadership development and a voice at the student level.

### 2) Formation

- a) Committee members must be students enrolled in the school.
- b) The Committee is responsible for producing a written constitution that describes procedures for selecting committee members, holding meetings, disseminating information, and other pertinent activities. The Committee’s constitution must not contravene Division, provincial, national or international laws, regulations, policies, and procedures, and must be approved by the principal prior to coming into force. In addition:
  - i) The constitution is to describe the Committee membership positions and the responsibilities of each position.
  - ii) The constitution is to describe the responsibilities and reporting procedures of the committees established by the Committee.
  - iii) The Committee is responsible for revising and updating the constitutional requirements that regulate members’ performance, including procedures for sanctions against or dismissal of members from the Committee.

- c) The Division endorses the formation and operation of a Division-wide Student Leadership Advisory Committee, as directed by Division-level staff.
  - i) The committee is to be comprised of students, school staff members, and the Director of Education or designate.
  - ii) The committee is to meet annually with the Board of Education.
  - iii) The purpose of the Division-wide committee is to provide student input at the Division level.

3) Local and Division Activities

- a) The principal is to consult the Committee regarding requests for student representation in local and school division activities.

4) Activity Fund

- a) The Committee is to follow Division procedures regarding student fundraising, charitable donations, corporate sponsorship, and financial accountability.
  - i) Funds raised and expenses incurred through Committee activities will be administered and reported as part of a school's School-Generated Funds (SGF). The designation of a specific program code for the Committee within the school SGFs is recommended.
- b) The Committee is accountable to the school principal for its financial operations and fundraising activities.