



# LAHORE GRAMMAR SCHOOL

## 55 MAIN GULBERG

### **RULES AND CODE OF CONDUCT FOR COUNCIL MEMBERS 2019-2020**

We would like to bring to your notice important school rules that must be vigilantly followed by all Council Members.

- Council Members should remember that they are part of the school management and therefore every action of theirs should reflect sincerity of purpose and commitment towards their responsibilities.
- A Council Member's foremost duty is to follow the instructions of the Head Girl and Deputy Head Girls.
- Attendance in the Council meetings is mandatory and an absence requires an application counter-signed by parents.
- Presence in the school assembly is compulsory and assigned duties have to be taken seriously.
- Cleanliness of school premises by giving constant guidelines to the students regarding littering is an important part of a Council Member's duties.
- Council Members should ensure that air conditioners, fans and lights in the classrooms are turned off when they are not in use.
- Uniforms should be checked regularly and students not abiding by the uniform policy should be reported to the relevant coordinator.
- Cooperation with all Council Members and the administration is important and teamwork should take precedence over individual assignments.

### **STUDENT COUNCIL RULES**

#### **Responsibilities of Head Girl**

- i) Ensure that Break Duties are assigned to Council Members which should include  
a) All Three Canteens    b) Classrooms    c) Playground    d) Staircases  
and duties for Monday Assembly and daily Uniform Checking are also assigned.
- ii) Make sure that Break Duty Attendance Register is submitted to the Administration each week and ensure that it is signed every week by the Student Affairs Coordinator.
- iii) Hold bi-monthly meetings of the Student Council in which the Council is trained, counseled and informed about upcoming events or any miscellaneous issues that need to be discussed.
- iv) Attend the Monday morning assembly and address the student body.
- v) Ensure that she is aware of each invitation, letter, report, poster, pass, or proposal that is drafted by the Council, and that invitations are approved by the administration before they are sent out.

**vi)** Responsible for planning, scheduling, and carrying out the following events and must allot council duties (and delegate effectively) for the following events:

- |                              |                     |                    |                               |
|------------------------------|---------------------|--------------------|-------------------------------|
| 1) Reunion                   | 2) Bonfire          | 3) A'level Welcome | 4) Intra- School Competitions |
| 5) Inter-School Competitions | 6) A'level Farewell | 7) Elections       |                               |

**vii)** Ensure that the Council is dressed in a decent and appropriate manner.

**viii)** Manage the Student Council e-mail address and ensure that no invitation or letter is sent through private e-mail addresses.

**ix)** Oversee that material is handed in for the magazine, the website and for Inside 55.

**x)** Oversee the work of the Deputy Head Girls, Prefects and supervise the work of each Society and House.

**xi)** Create job description for all Societies and for the Senior Prefects in consultation with Student Affairs Coordinator.

### **Responsibilities of Deputy Head Girls**

i) Must ensure that the Student Affairs Coordinator and the Events Coordinator are given feedback regarding each Council Meeting.

i) MUST attend the Monday morning assembly and address the student body whenever necessary.

ii) Must ensure that the Societies they are responsible for are carrying out their objectives smoothly.

iii) Must ensure that the Societies they are responsible for hand in a write-up each month and a yearly write up for the magazine. (please see below).

iv) Update the bulletin boards with respect to their Societies.

v) It is the responsibility of each Deputy Head Girl to ensure that Representatives have marked the dates of any events they propose on the school calendar, and that the administration has approved the same.

Deputy Head Girl 1 must supervise the following Societies:

- 1) MUN Society
- 2) Community Service and Environment
- 3) Studio 55
- 4) Media and Graphics
- 5) Alumni Relations
- 6) Performing Arts
- 7) Business and Economics

## 8) Houses: Falcon and Swift

Deputy Head Girl 2 must supervise the following societies:

- 1) Sports Society
- 2) Urdu Literary and Debates
- 3) English Literary and Debates
- 4) Law Society
- 5) ICT Society
- 6) Science and Math Society
- 7) Houses: Eagle and Kestrel

### **Responsibilities of Senior Prefects**

- i) Assign Break Duties to Council Members which should include  
a) All Three Canteens   b) Classrooms   c) Playground   d) Staircases  
Also assign duties for Monday Assembly and daily Uniform Checking
- ii) Hand in the Break Duty Attendance Register to the Administration each week and ensure that it is signed every week by the Student Affairs Coordinator.
- iii) MUST attend the Monday morning assembly and address the student body whenever necessary.
- iv) Help the Head Girls and Societies to organise Inter-School and Intra-School Events
- v) Must make sure that all Society Boards and Middle School Council Board are regularly updated.
- vi) Compile monthly write ups of each society in the correct format once approved by the Deputy Head girls for Mrs Shah. This should be done by the 30<sup>th</sup> of each month.
- vii) Be present for all Parent-Teacher meetings and assign duties to council members.
- viii) Contribute positively to important council related decisions.
- ix) To involve Middle School in all school activities where possible.

### **Rules for All Society Representatives and Captains**

- i) All Representatives, Vice Representatives, Captains and Vice Captains must ensure that they are present for the morning assembly, respective break duties, respective event duties and Student Council Meetings.
- ii) All Representatives must ensure that the student body is **not**:
  - Littering
  - Breaking/disrupting the queue outside the canteens

- Sitting in the corridors outside classrooms
  - Sitting in the Middle School corridors
  - Sitting on any of the staircases
  - Sitting on the roof
- iii) All Representatives must make sure that students are in correct uniform and are following the uniform rules and regulations strictly.
- iv) Ensure all notices for meetings or events are put up on the respective bulletin boards in printed form and in an organized fashion.
- v) All Representatives, Vice Representatives, Captains, and Vice Captains must collect the **Intra-school Activity form from Student Affairs office and submit it (with the information required at least two days prior to the proposed activity)** (including during/after school sessions, house meetings, or intra-school competitions).

### **Event Management**

Kindly follow the given guidelines in order to execute an event successfully

- Representatives must create a formal proposal for an event with the schedule, budget, sponsorship, details of venue, and schools involved. The proposal will have to be made in consultation with Mrs. Kamal and Mrs. Tariq.
- The proposal will then be discussed with Mrs. Shah. An appointment with Mrs. Shah can be scheduled by consulting Mrs Kamal.
- It will then be routed through Mrs. Kamal and Mrs. Tariq and the concerned teachers for its practical implementation.
- Representatives have to ensure that they create event proposals at the beginning of the term, after which they will not be catered.
- All stages of the preparatory phase must be brought to the notice of the administration. Duties for the main event will be assigned to all the Council Members in consultation with the Head Girls. **It is mandatory for the Council to work as a team when organizing major events that involve students from other schools.**
- A report of the event must be made, with photographs, and handed in to the Event Coordinator, Editorial Board, and Student Affairs Coordinator immediately after the event.
- The Society Representative must ensure that there is clear communication with the administration and all proposals or invites are approved.
- Representatives must ensure that the school email address is used for invites and letters.
- If sponsorship is required, sponsors should not be approached without prior approval of the school administration.
- The details of the final expenditure will be given to Mrs. Kamal and Mr. Jawad.

- No meetings should be scheduled in school after **4.00 PM especially** with representatives from other schools. Meetings can only be scheduled after approval from Mrs. Kamal, Mrs. Tariq or Mr. Jawad all of whom have to be notified in this regard. These meetings can only be held in the A-Level rooms if scheduled after school hours.
- Discipline should be given due importance at all times.

### Rewards

- The Society that has produced exceptional work will be named “Society of the Year” and will be awarded certificates and a trophy at the end of the term.
- The House that has produced exceptional work will be named “House of the Year” and will be awarded certificates and a trophy at the end of the term.
- Individual Council Members who have performed exceptionally well will be named “Outstanding Council Member of the Year” and will be awarded a trophy at the end of the term.

### Penalties

The following are grounds for immediate removal of Council Positions:

- Carrying Cell Phones outside of the common rooms
- Bunking
- Incorrect Uniform
- Two absences from break duty
- Two absences from meetings
- Inappropriate dressing
- Rude behavior towards faculty or custodians
- Two absences from event duties
- Rude language usage
- Rude or inappropriate Social Media Usage

### IMPORTANT FOR ALL REPRESENTATIVES

- i. After the council has been sworn in, its members are on a **three-month probation** period, failure on a member’s part to meet requirements and expectations will lead to immediate disqualification, and another student may be appointed in their stead.
- ii. Even after the probation period, if the administration or the Head Girls feel that your input as a Representative is not satisfactory, you will be entitled to **one letter of warning**. Failure to comply with the rules after the issuance of the warning will lead to disqualification from the post.
- iii. ***The administration also reserves the right to overlook your position in the Council in its comments on your transcript or letters of recommendation in case of negligence on your part.***

Please remember, this is your school and you are its official Representative. Its prestige and reputation should be very important to you. You have a wonderful opportunity to develop your leadership and teamwork skills – PLEASE DON’T WASTE THE OPPORTUNITY.

Our best wishes are with you.

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**I hereby declare that I accept the terms and conditions of the Student Council Rules and Code of Conduct and understand that failure to comply may result in immediate disqualification of my position.**

\_\_\_\_\_  
Name and Grade Level

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Society and Position

\_\_\_\_\_  
Date