

THE NATIONAL
SECONDARY STUDENT'S
COUNCIL (N.S.S.C)

CONSTITUTION

(2006 Revised Edition)

PREFACE TO 2006 REVISED CONSTITUTION

The National Secondary Student's Council (NSSC) is the secondary student governing body representing all secondary students of Jamaica. The NSSC works to ensure the observance and protection of certain basic students' rights, and to respond to the desires, needs and concerns of the general secondary student body. All secondary students are therefore invited and encouraged to actively participate in the activities and events of the NSSC.

The 2006 amendments to this document reflect the effort of the organization to ensure that there is a clear and uniform approach to our National, Regional and Local operations, and that specific methods of reporting on activities of the organization, now become a constitutional requirement.

This revised edition of the Constitution provides a broader and clearer breakdown of the organizational structure, and imposes on leadership at all levels, a responsibility to carry out their assigned duties in a precise and specific manner, which will ultimately improve the modus operandi of the various tiers of the organization.

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PREAMBLE

WE, the students at the Secondary Level of Jamaica's Educational System gathered in this meeting, today Friday, November 17, 2006: St. Ann,

CONSCIOUS of the fact that there is a lot left to be done to improve the quality of education in Jamaica at all levels and that adequate training of all those concerned about the development of education and particularly students at the Secondary Level, would enable them to exercise decisive influence in arriving at just solutions to the problems concerning the growth and development of education in Jamaica;

REALISING the necessity for student self-governance, understanding the importance of articulating and implementing the view of the student body, desiring to further the welfare of the student body, and believing that these goals can be carried out by creating a dynamic Student Government;

DETERMINED to protect present and future generations of students and in particular Secondary Students from injustices brought about by an under-developed education system and anxious to promote the educational system of Jamaica for the furtherance of our nation's growth and development;

RESOLVE to unite our efforts by constituting an organization under the following principles.

ARTICLE 1**PRELIMINARY****1.1 NAME**

The organization shall be known as the **NATIONAL SECONDARY STUDENTS' COUNCIL OF JAMAICA**, hereinafter referred to as the "N.S.S.C", and shall be an independent union of secondary level students, operating Locally, Regionally and Nationally.

1.2 INTERPRETATION SECTION

1.2.1 "Casual Vacancy" means that which arises where an Officer is unable to complete a term of office, howsoever caused.

1.2.2 "Co-optation" means the process by which a person is summarily placed into a non-elective position, and is thereby assimilated into the NSSC.

1.2.3 "Ex Officio" means that a particular position is held by virtue of the holding of another.

1.2.4 "Mutatis Mutandis" means that the provisions shall apply subject to such adaptations as the circumstances may require.

1.2.5 "National Council" means the highest level of the NSSC hierarchy, which is comprised of the core executive.

1.2.6 "Notice Board" means the official notice boards of the various secondary schools.

1.2.7 "Officer" means those members of the Student's Council elected by its members.

1.2.8 "Regional Council" means the middle tier of the NSSC hierarchy, and is comprised of the six(6) geographical divisions of schools.

1.2.9 "Returning Officer" means the person appointed to oversee the conduct of elections in accordance with this Constitution and such regulations governing National Elections as prescribed by the Electoral Office of Jamaica (EOJ).

1.3.0 "Local School Council" means the Council as a functionary in each school.

1.2.1 "Term of Office" means for an elected representative, the period between the appointment of the representative after their election and the appointment of representatives at the subsequent election; and for ex-officio and co-opted members, the period between their accepting a position up until the expiry of the conditions that enabled the appointment.

ARTICLE 2

AIMS and OBJECTIVES

2.1 VISION

A dynamic core of responsible and well-trained students, recognized at all levels of society and are empowered and committed to nation-building through exemplary leadership and service.

2.2 MISSION STATEMENT

To advocate for the protection of the rights and enhancement of the welfare of secondary level students, while highlighting their responsibilities, thus creating motivated and empowered students, demonstrating positive values and attitudes in their contribution to the development of the Jamaican society.

2.3 OBJECTIVES

The objectives of the Association shall be:

2.3.1 To identify, advance and promote the interest of Students.

2.3.2 To facilitate the Secondary education of Students.

2.3.3 To express the viewpoint of Jamaica's Secondary School Students, and represent or arrange the representation of any student or group of students before any authority.

2.3.4 To support students, affiliated student organizations and other appropriate bodies at the Local, National, Regional and International levels.

2.3.5 To provide students with services and information relevant to their secondary education.

2.3.6 To promote the active participation of students in matters affecting their interests, by making representation to the powers that be.

2.3.7 To promote student governance, youth leadership, and the participation of youth in the decision-making process of civil society.

2.3.8 To develop in students a greater interest in civic, economic, commercial, industrial and cultural affairs.

2.3.9 To promote fundraising projects to meet the expenses of the NSSC.

2.3.10 To promote and encourage a better understanding of and belief in the aims and objectives of the NSSC.

2.3.11 To concern itself with any other matter incidental to the above objectives.

ARTICLE 3

MEMBERSHIP

31. Persons who are registered students of Secondary Schools in Jamaica, having been duly elected as Student Councillors, shall be members of the NSSC.

3.1.1 A person ceases to be a member of the NSSC when they cease to be a registered student of a Secondary School.

3.2 Membership of the Council NSSC be comprised of four (4) classes

a) Ordinary members being all students of a Local School, Regional or National Council and who shall be entitled to full privileges.

b) Associate members/Affiliates being people of good moral character and organizations with a healthy reputation who express and display a genuine interest in the growth and development of students.

c) Life members being any member whom the NSSC wishes to acknowledge as having rendered meritorious services to the NSSC; and

d) Honorary members being persons who do not fully meet the requirements for Ordinary membership, but have been outstanding in their contribution to the advancement of the NSSC.

3.3 The conferment of Associate, Life, and Honorary membership shall be made upon appointment by the Officer's Committee on the recommendation of the National Executive, upon consultation with the Board of Trustees.

3.4 Both categories of Life and Honorary members may sit on the National Council as co-optees, and shall have voting rights, but shall not be eligible to hold Office.

ARTICLE 4

STRUCTURE OF THE NATIONAL SECONDARY STUDENT'S COUNCIL

4.1 The organizational structure of the NSSC shall be:

(a) The Board of Trustees;

(b) The National Council;

(c) The Regional Council;

(d) The Local School Council.

4.2 MEMBERSHIP and RESPONSIBILITY of the BOARD of TRUSTEES

The Board of Trustees (hereinafter referred to as "The Board," shall be selected by The National Council, and shall be comprised as follows:

- (a) Two past Presidents of the NSSC;
- (b) A Legal Advisor;
- (c) A Member of the National Council;
- (d) A representative from the National Centre for Youth Development (NCYD) or the designated senior government official responsible for youth ;
- (e) A Staff Advisor;

4.2.1 The management and control of the NSSC shall be vested in the Board of Trustees (herein after referred to as 'The Board'), which shall also supervise the disposition and solicitation of donations by overseeing the efficient management of all funds, property, facilities and investments of the NSSC for the use and benefit of members for the time being thereof.

4.2.2 The Board is the ultimate corporate authority of the NSSC.

4.2.3 The NCYD representative or the designated senior official responsible for youth, shall be Ex Officio Chairperson of the Board.

4.2.4 Members of the Board of Trustees shall be selected by the National Council upon consultation with the Director of the NCYD, and shall take office immediately after appointment, unless another time is explicitly designated

4.3 THE NATIONAL COUNCIL

4.3.1 The supreme authority of the National Secondary Students' Council shall be vested in the National Council, the following categories of which shall be elected each year, in the month of February, on the third Monday in the said Month. Alternatively, in the event of a natural disaster, man made or by an Act of God, at such date and place as may be determined by the Officer's Committee:

- (a) President;
- (b) All six (6) Regional Vice Presidents
- (b) General Secretary;
- (c) Treasurer;
- (d) Public Relations Officer;

4.3.2 The National Council shall consist of the following Officers :

- (a) The President, who shall be the Chairman;
- (b) The General Secretary;
- (c) The Treasurer;
- (d) The Public Relations Officer;
- (e) All six (6) Regional Vice-Presidents ;
- (f) All six (6) Regional Vice-Presidents;
- (g) All six (6) Regional Assistant Vice-Presidents;
- (h) All six (6) Regional Secretary/PROs;
- (i) No more than four (4) co-opted members with full voting rights.

4.3.3 Decisions of the National Council shall be taken by a simple majority of a quorum of the members present and voting.

4.3.4 The National Council shall meet at least once per school term at such time and place as determined by the *General Secretary*, and shall have general decision making powers.

4.3.5 The quorum for meetings of the National Council shall be not less than fifty percent plus one of its existing members.

4.3.6 The elected members of the National Council shall hold Office from July 1st to June 30th.

4.3.5 No member of the NSSC shall be eligible for election as an Officer of the National Council who has not served at least one full year as an Officer at either the Local, Regional or National Level, except in cases where the candidacy of such member is considered and ratified by way of a vote by at least two-thirds (2/3) of the members of the Officer's Committee.

4.3.6 The National Council may however, by a vote of two-thirds (2/3), appoint an Officer to fill a vacancy on the National Council, whether caused by resignation, expulsion or otherwise.

4.3.7 The President shall preside at all meetings of the National Council and the Officer's Committee and in his absence, a Vice-President selected by the Committee Members shall preside.

4.3.8 The President shall have the authority to assign such duties, as considered necessary and in the organization's interest, to the *General Secretary*, Vice Presidents or any other member of the NSSC.

4.3.9 OFFICER'S COMMITTEE

4.3.9.1 An Officer's Committee shall serve as a sub-committee of the National Council and shall exercise full delegated powers on behalf of the National Council. The Officer's Committee which shall be comprised of the President, all Six Regional Vice-Presidents, the *General Secretary*, Public Relations Officer, Treasurer, and one co-opted member, may make decisions

and shall further have the power and authority to alter, modify or ratify such decisions within the constitutional and general policy framework of the National Council.

4.3.9.2 The Officers Committee shall convene the General Meeting of the National Council at such time in the year as the Officer's Committee shall determine, provided that notice of the General Meeting, together with the agenda and procedure for the General Meeting, shall be prepared by the General Secretary in consultation with the President, and that such notice shall be given, in writing, at least fourteen (14) clear days in advance, to members, after being signed by at least two-thirds (2/3) of the membership of the Officer's Committee.

4.3.9.3 The Officer's Committee may convene a special General Meeting of the Executive Council, provided that the same procedures as outlined herein for convening the regular General Meeting, shall apply.

4.3.9.4 The Officer's Committee shall meet at least once per month or at such times as it deems necessary, and shall act for and perform such duties as would be carried out by the National Council.

4.3.9.5 The Officer's Committee shall be entitled to co-opt, if so required, no more than three (3) additional members, provided that those persons are co-opted specifically to assist with the work of the Officer's Committee. The person(s) co-opted to the Officer's Committee shall have full voting rights.

4.3.9.6 The Officer's Committee shall have the power to appoint working committees, whether of a temporary or permanent nature, and to co-opt "Ordinary" members to those committees in furtherance of the interest of the organization.

4.3.9.7 The Officer's Committee shall:

- (a) Ensure the timely and effective implementation of decisions and programmes of the National Council;
- (b) Monitor the work of the Secretariat and give direction and needed assistance to the Secretariat;

(c) Consider new business and make major decisions on the organization's affairs and ensure the effective execution of all programmes.

4.3.9.8 The President and General Secretary shall, where necessary, consult and make decisions on matters of urgency.

4.3.9.9 The President and General Secretary shall be *ex-officio* members of all committees and sub-committees of the NSSC.

4.4 Membership of the NSSC at all Levels shall continue unless terminated by:

4.4.1 The termination of enrolment in a Secondary Level institution.

4.5 Membership of the Executive at all Levels shall continue unless terminated by:

4.5.1 The receipt by the Secretary of a notice of resignation signed by the resigning member;
or

4.4.2 The passing of a resolution to remove any member of the NSSC other than the President, where an absolute majority vote of members has determined that a member has absented themselves from two consecutive meetings unless their absence is excused by the NSSC either at one of those meetings, or before those meetings are held.

ARTICLE 5

AUTHORITY AND RESPONSIBILITY OF THE NATIONAL EXECUTIVE

5.1 The National Executive is responsible for the day to day operation of the Association;

5.1.1 subject to policy and direction of the NSSC;

5.1.2 only as consistent with the constitution;

5.1.3 in consultation with the relevant employees of the NSSC;

5.2 A meeting of the Executive may be called by any two of its members after all reasonable attempts to notify all Executive Members and Officers of the NSSC.

5.3 At least 24 hours notice shall be given for Executive Meetings.

5.4 A meeting of the Executive may be held with less than 24 hours notice only after every reasonable attempt has been made to notify all Executive Members and Officers of the Association.

5.5 All members of the Council and all Officers shall be allowed to observe and speak at meetings of the Executive.

5.6 The President shall act as Chairperson of meetings of the Executive. In the absence of the President the meeting shall elect a Chair.

5.7 At meetings of the Executive, six (6) persons constitute a quorum.

5.8 The Secretary shall arrange for minutes of all meetings and copies of Resolutions of the Executive to be tabled at the next meeting of the Council.

5.9 THE PRESIDENT

The President shall :

5.9.1 uphold the NSSC Constitution and support it in all regards;

5.9.2 be the Chief Executive of the National Secondary Student's Council;

5.9.3 be the official spokesperson of the NSSC;

5.9.4 serve as Chairperson of meetings of the NSSC and make rulings on all points of order;

5.9.5 be responsible for ensuring that the directives and decisions of the NSSC are properly enacted and implemented;

- 5.9.6 along with the Treasurer and any relevant staff members the NSSC so employs, be responsible for the proper management of the offices, equipment and accounts of the NSSC;
- 5.9.7 along with the Secretary and any relevant staff members the NSSC so employs, be responsible for ensuring that the records of the NSSC are properly maintained;
- 5.9.8 liaise with groups and organizations to promote the interests and welfare of students;
- 5.9.9 when and where deemed necessary, represent the interests of any student or students to any authority;
- 5.9.10 act generally on behalf of the organization with the consent of the National Council and/or Officer's Committee;
- 5.9.11 take such decisions as are deemed to be necessary, in the absence of directives from the National Council or the Council in general, to further the Objectives of the NSSC;
- 5.9.12 provide a written report outlining the President's activities to every Ordinary Meeting of the NSSC;
- 5.9.13 Be the Officer responsible for the proper functioning of all levels of the organization;
- 5.9.14 Perform such other duties and functions as may be determined by the National Council or the Officer's Committee.

THE SECRETARY

- 5.10 The Secretary shall ensure that all members are :
- 5.10.1 properly notified of meeting times and places as required by this Constitution;
- 5.10.2 have adequate records of such meetings;
- 5.10.3 prepare agendas for such meetings at least twenty-four (24) hours prior to such meetings;
- 5.10.4 in receipt of adequate notice of elections, resignations, casual vacancies and or notices deemed necessary by the NSSC;

5.10.5 keep or cause to be kept, the minutes of all meetings within the NSSC;

5.10.6 in conjunction with such staff members as the NSSC so employs, be responsible for the correspondence of the NSSC, the preparation of a correspondence listing for each meeting of the NSSC, and ensuring that all correspondence is properly carried out in accordance with the directives of the NSSC;

5.10.7 in conjunction with the President, be responsible for ensuring that the records of the NSSC are properly maintained;

5.10.8 in conjunction with the Returning Officer, be responsible for the collection of all nominations for elections of the NSSC;

5.10.9 in conjunction with such staff members as the Association so employs, assist where necessary any affiliated body in the proper keeping of the records of that body

5.10.10 maintains the NSSC's Office. The Office shall be the sole designated area for the storage of minutes of meetings and other official records of the NSSC.

5.10.11 head the Secretariat of the NSSC and be answerable to the Officer's Committee, the National Council and the President, - who shall have overall responsibility for the day to day management of the organization;

5.10.12 be the Officer responsible for the proper functioning of all levels of the organization;

5.10.13 organize seminars and workshops, in consultation with the President to address issues concerning student representation;

5.10.14 co-ordinate, in collaboration with the Public Relations Officer, the publication of a quarterly newsletter providing information on programmes and activities of the organization, and highlighting feature articles on pertinent aspects of student representation in Jamaica, the Region and the wider world;

5.10.15 present the Secretariat's Report at the General Meeting of the National Council;

5.10.17 organize for the voluntary participation of the NSSC in social and civic activities across Jamaica;

5.10.18 be responsible, in conjunction with the Public Relations Officer, for organizing and promoting the public image of the organization.

5.11 THE SECRETARIAT

There shall be established, a Secretariat, comprising of a salaried staff to assist the Secretary with the general Administration of the NSSC, and shall have its headquarters at such location as determined by the Officer's Committee.

5.11.1 The Secretariat shall :

5.11.1 Work directly with the General Secretary and shall take instructions from the General Secretary and from the President;

5.11.2 Assist the General Secretary with all administrative work and, generally, with all the programmes of the Secretariat;

5.11.13 Perform such other duties and functions as may be determined by the General Secretary and the President.

5.12 THE TREASURER

The Treasurer shall :

5.12.1 ensure that all monies owing to the NSSC are properly collected and accounted for;

5.12.2 advise the NSSC on matters relating to the proper expenditure and investment of monies;

5.12.3 ensure that monies are expended or invested as the NSSC directs;

5.12.4 see to the opening of a current account at a reputable Financial Institution in which all funds are to be deposited within twenty-four (24) hours of receipt, and to which the President and an additional member appointed by the Officer's Committee, shall be signatories- Provided

that no monies shall be disbursed unless a cheque requisition form is first prepared and is authorized by the President or Treasurer.

5.12.5 inspect at the Treasurer's discretion such books, accounts, budgets and other financial documents of Committees as deemed necessary by the Treasurer;

5.12.6 in conjunction with such staff members as the NSSC employs, keep an account of all receipts and expenditures of the NSSC to be maintained in such a manner as is prescribed by the appointed Auditors of the NSSC, and to present upon request all such documentation to ensure that such records are a true and fair record of the financial transactions that have taken place in the preceding year;

5.12.7 prepare, submit and cause to be published in a quarterly publication, a statement of the financial position of the NSSC;

5.12.18 act as Chairperson of the Finance/ Fundraising Committee;

5.12.19 Perform any other duties related to the Treasurer's portfolio.

5.13 THE PUBLIC RELATIONS OFFICER (PRO)

5.13 The PRO shall:

5.13.1 develop and maintain personal contact, and create a climate of goodwill, with all spheres of the media in order to ensure favorable treatment and constant exposure of actions taken by the NSSC, and its Officers and Members;

5.13.2 assist the President and other Officers in the preparation of Press Releases and Statements being put out by the Council, provided that no statements, releases, articles, letters or public appearance by any member, under the banner of the NSSC, must not be done without the authorization of the President and in the absence of the President, by the General Secretary;

5.13.3 constantly monitor and keep abreast of all issues of national importance, particularly those that may require a response, and liaise with the President or General Secretary for and appropriate and prompt response;

5.13.4 constantly monitor all press releases, statements, etc. sent to the media by the Officers of the NSSC and ensure that they get the widest possible coverage;

5.13.5 maintain for media purposes and generally for the secretariat, recent photographs of all Officers of the NSSC;

5.13.6 arrange for proper media coverage where necessary, of all activities and events of the NSSC, and ensure that an up to date register of all media houses and contacts is kept;

5.13.7 assist with all fundraising activities of the NSSC;

5.13.8 in conjunction with the Secretary, inform the student body of all NSSC functions;

5.13.9 be available to carry out any other such duties as may be determined by the President and/or the Officer's Committee.

ARTICLE 6

6.1 MEETINGS

Each Council shall in each school year hold a general meeting as its Annual General Meeting, in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it.

6.2 Each Council shall meet not less than once in each calendar year. Additional meetings may be called at the request of the:

6.2.1 President of the National Council

6.2.2 Regional Vice President

6.2.3 President of the Local School Council

as the case may be.

6.3 Special General Meetings may be held at the discretion of the Council.

6.4 Meetings of the council shall be held for the purposes of-

- (a) raising and resolving issues in accordance with the objectives of the Council.
- (b) furthering the day to day business of the Council;
- (c) resolving such matters as they arise which may affect the members of the Council;
- (d) deciding the policy of the Council as provided by this Constitution;
- (e) determining any other matter that falls within the powers of the Council

6.5.1 The notice of a meeting being called shall provide the time, place and agenda of said meeting.

6.5.2 Notice for the calling of a meeting of the Council (other than an adjourned meeting) shall not be shorter than-

- (a) in the case of the Annual General Meeting, twenty one (21) days notice in writing and;
- (b) in the case of Ordinary meetings, seven (7) days notice in writing; and
- (c) in the case of Extraordinary Meetings, three (3) days notice in writing.

6.5.3 A meeting of a Council shall, notwithstanding that it is called by a shorter notice than that specified in subsection 6.5.2, be deemed to have been duly called if it is so agreed -

- (a) in the case of a meeting called as the annual general meeting by all members entitled to attend and vote thereat; and
- (b) in the case of any other meeting by a majority in number of the members having a right to attend and vote at the meeting

6.5.4 Extraordinary meetings of a Council may be called by -

- (a) the President or any of the six (6) Regional Vice-Presidents as the case may be of the Council as the need arises, providing at least twenty-four (24) hours notice of such a meeting; or
- (b) a petition signed by at least 100 members of that Council. The petition shall be addressed to the secretary of that Council and the meeting must be called within 5 school days after receipt of the petition.

6.6.1 A quorum for meetings of the Council shall be one half of all the members who have not apologized in writing plus one.

6.6.2 The President of each Council shall act as chairperson for all meetings save where Regional Vice-President acts as chairperson for meetings of a regional council.

6.6.3 In the absence of the President or Regional Vice-President as the case may be, the meeting shall elect a chairperson.

6.6.4 In the event the quorum not being present for Ordinary Meetings of the council after thirty minutes from the notified time for the start of the meeting, the meeting shall adjourn until a date and time agreed upon by those present when the meeting shall re-convene.

6.6.3 In the absence of a quorum at an Extraordinary Meeting, the Council Executive and available student council members will have the authority to implement decisions in emergencies or extraordinary circumstances when they arise. Such decision shall be reported and ratified at the next Council meeting.

6.7 At the time indicated by the notice for the commencement of the meeting, the appointed Chairperson shall make or cause to be made a list of names and numbers of all Executive Members present.

6.8 The chairperson shall announce the result of all votes immediately after they are determined and shall forward such results and any other relevant information to the secretary and other bodies or persons as deemed fit by the meeting.

6.9.1 Every council shall cause Minutes of all proceedings of Annual General Meetings, Ordinary Meetings and Extraordinary Meetings to be entered in books kept for the purpose.

6.9.2 Any such Minute if purporting to be signed by the chairperson of the meeting at which the proceedings were had, or by the chairperson of the next succeeding meeting shall be evidence of the proceedings.

6.9.3 Where minutes have been made in accordance with the provisions of this section of the proceedings at any meeting of a council, until contrary is proved, the meeting shall be deemed to have been duly held and convened and all proceedings thereat to have been duly had and shall be deemed to be valid.

ARTICLE 7

ELECTIONS

7.1 The election of members of the core executive of the National Council shall be conducted each year in the month of February on the third Monday of the said Month by means of a secret ballot of all members of the Council in accordance with the procedures set out in the Election Regulations in the by-laws to this Constitution.

ARTICLE 8**AUTHORITY AND RESPONSIBILITY OF STUDENT'S COUNCILLORS**

8.1 Each Councillor shall attend meetings of the Student's Council;

8.2 Each Councillor shall have the right to move or second motions at the said meetings;

8.3 Each Councillor shall undertake to:

8.3.1 abide by the Constitution of the Association;

8.3.2 communicate matters affecting the interests and welfare of students to the NSSC;

8.3.3 assist in the implementation of directives of the NSSC; and

8.3.4 provide to the Secretary a written apology or otherwise show in writing the reasons for which they were unable to attend meetings of the NSSC.

ARTICLE 9**DISCIPLINE****9.1 DISCIPLINARY COMMITTEE**

There is hereby established an Independent Disciplinary Committee whose duties shall be-

9.1.1 to deal with representations made to the Committee in respect of breaches of prescribed guidelines regarding the conduct of its members as found in the Constitution and in the Student's Handbook.

9.1.2 the NSSC shall appoint from among persons who are former members of the NSSC and /or current and/ or former members of the Board of Trustees, and a Member of the National Council, a Disciplinary Committee consisting of such persons being no less than three (3) and no more than five (5) as the NSSC thinks fit.

9.1.3 the Disciplinary Committee may make rules for regulating the presentation, hearing and determination of applications to the Committee, subject to the requirements of the rules of natural justice.

9.1.4 in all hearings before the committee, the rule that -he who alleges must prove- as obtains in Courts of law, shall prevail.

9.1.5 the Committee may administer oaths.

9.2 GROUNDS FOR TAKING DISCIPLINARY ACTION

Grounds for taking disciplinary action against a member are as follows :

9.2.1 neglect of normal duties and obligations; or

9.2.2 gross impropriety in executing duties;or

9.2.3 extreme misconduct.

9.3 SANCTIONS

The Disciplinary Committee shall have the power to discipline any member of the NSSC whether by -

9.3.1 fine;

9.3.2 admonition;

9.3.3 censure;

9.3.4 suspension;

9.3.5 expulsion;or

9.3.6 any other means as specified by the rules of that member's school or otherwise;

Provided that good cause be shown in all cases.

9.4 EXPULSION

9.4.1 The National Council

The Board of Trustees shall have the sole power to expel an Officer of the National Council having followed the procedures outlined below, and/or upon receipt of a written complaint with an attached petition signed by 60 % of schools nationwide, said petition being required only in the absence of other compelling evidence.

9.4.2 The Regional Council

The National Council shall have the power to expel any member of the Regional Council upon the receipt of a written complaint with an attached petition signed by 60% of schools in the region.

9.4.3 The Local School Council

The executive of any Local Council shall have the right to expel any member upon good cause being shown beyond the balance of probability.

9.4.4 Academic Advisor

Grounds for the removal from office of any appointed Academic Advisor are identical to the grounds for the removal of elected Student Councillors as described at 9.4.3 above.

9.5 PROCEDURE FOR EXPULSION

9.5.1 All actions for the dismissal of an Officer are to be directed to the Board of Trustees.

9.5.2 Any student member may initiate dismissal procedures by filing a formal complaint in writing which is to be directed to the Chairman of the Board of Trustees.

9.5.3 Whenever expulsion is to be considered by the Board, the Officer involved shall be personally served with a written notice by the Secretary, informing him of the Board's intention and stating the allegation and inviting the said member to appear in person at a meeting of the Board to be held no less than fourteen (14) clear days subsequent to the date of the notice. Where personal service cannot conveniently be effected, the Secretary may send the notice by registered post to the last known address of the Officer and in this event, service will be according to the deeming provisions of this Constitution.

9.6 Procedure for other forms of redress

9.6.1 After a formal complaint has been filed to the requisite Officer viz.,
The President of the Local Council;
The Vice-President of the Regional Council;
The President of the National Council.

9.6.2 The Member being the subject of such action, must participate in a disputes resolution session in the company of the aggrieved Member or a representative if more than one.

9.6.3 The session shall be conducted by an Independent Arbitrator or Legal Adviser to the NSSC.

9.6.4 If either disputant is dissatisfied with the outcome of the session, the matter shall be formally heard by the immediate Officer in charge as per 9.6.1 above.

9.7 The full compliment of the Board of Trustees shall be the final Appeals Tribunal of the NSSC.

9.8 DISCIPLINARY ORDERS

9.8.1 Every Order made under this provision shall be prefaced by a statement as to the findings in relation to the facts, and shall be duly attested.

9.8.2 The Secretary shall ensure that the afore-mentioned Orders are archived at the Secretariat.

ARTICLE 10

FINANCE

10.1 The Board of Trustees shall deal with or invest the properties of the NSSC in such manner as the National Executive directs.

10.2 The financial year of the NSSC terminates on the 31st day of March in each year.

10.3 The Board of Trustees shall open and maintain in the name and on behalf of the NSSC such account or accounts in the manner prescribed under the Trustee Act (Cap. 393) as the National Council determines.

10.4 The Treasurer shall pay into an Account of the NSSC all moneys received on behalf of the NSSC.

10.5 All members shall pay to the NSSC the prescribed membership fee.

10.6 The subscription may be changed only by a Resolution on the Recommendation of the NSSC. A change in this subscription shall not come into effect until approved by the NSSC.

10.7 The books and accounts of the NSSC shall be open for inspection by the members at such times and places, and under such circumstances as determined by the National Council.

ARTICLE 11**AUDITORS**

11.1 A suitably qualified Accountant not being a member of the NSSC shall be appointed each year by the Officer's Committee as the Auditor of the NSSC and shall carry out such audits of such books and accounts as required by, or in pursuance of these rules and furnish the Officer's Committee with a copy of said Report;

11.2 The Auditor may, at their discretion, carry out such inspections of the books and accounts of the NSSC as they deem necessary;

11.3 The NSSC shall as soon as practicable after each preparation, publish the accounts of the Council whether such accounts have been audited or not, in such publication as from time to time exists for the dissemination of information to the whole of the students body as the NSSC deems appropriate.

ARTICLE 12**LEGAL COUNSEL**

12.1 An Attorney-at-law shall be appointed bi-annually by the President of the National Council, subject to the approval of the Board of Trustees.

ARTICLE 13**NOTICES**

13.1 Any notice required to be sent to a member in writing will be deemed to have been effective or served as follows:

- a. Surface mail - 14 days after posting;
- b. Registered Post - 7 days after date indicated on Post Office receipt;
- c. Courier Delivery - 3 days after date indicated on courier receipt;
- d. Leaving document at a permitted address - the business day after leaving the document;

e. Fax - if transmitted on a business day before 4pm: the day of transmission or in any other case, the business day after the day of transmission;

f. Text message/ E-mail - the day of transmission;

g. Other electronic method - the business day after transmission.

13.2 Provided 13.1 above has been complied with, the fact that the member to be served does not get actual notice of the proceedings shall not invalidate any proceedings based on the premise that the member was duly notified.

13.3 Service may be proven by the person responsible drafting an affidavit of service stating the forwarding address and exhibiting a copy of the document served, a copy of any cover sheet to that document as well as the forwarding address/ fax/telephone number.

ARTICLE 14

STRUCTURE OF REGIONAL AND LOCAL SCHOOL COUNCILS

14.1 Structure of the Regional Council

There shall be six (6) Regional Councils which shall each be comprised as follows:

14.1.1 The Vice-President;

14.1.2 The Assistant Vice-President (who shall also be responsible for the Treasury);

14.1.3 The Secretary (who shall also be responsible for Public Relations);

1.4.1.4 The Local Councils.

14.2 Structure of the Local School Council

The Local School Councils shall each be comprised as follows:

14.2.1 The President;

14.2.2 The Vice-President;

14.2.3 The Secretary;

14.2.4 The Treasurer;

14.2.5 The Public Relations Officer.

14.3 The provisions of this Constitution shall apply *mutatis mutandis* to both Regional and Local Councils.

ARTICLE 15

CONSTITUTIONAL CHANGES

15.1 For the first year of its operation, this constitution shall only be amended by a simple majority of those voting in a Resolution of the Association called for that purpose. After the first year of operation the constitution shall only be amended by a two-thirds majority of those voting in a Resolution of the Association called for that purpose. Amendments to this constitution must be taken to the students in the form of a referendum and shall not come into effect until approved by the National Council.

15.2 Amendments passed in accordance with clause 12.2 shall be displayed for a period of fourteen days on each school's Notice Board. A notice of objection to these amendments shall be invalid if received after this time.

15.3 The National Council shall consider any notice of objection received in accordance with the provisions of Clause 12.2 above within 10 days.

15.4 If the National Council finds that an objection is valid and presents new evidence, which was not considered by the meetings voting on the Resolution, it shall withhold the incorporation of the amendment to this Constitution and shall call meetings to consider a Resolution to amend or rescind the original amendment.

ARTICLE 16

BY-LAWS

16.1 The Council may make by-laws not inconsistent with this Constitution, subject to the requirements that:

16.1.1 a by-law may be enacted by a two-thirds (2/3) majority of all members of the Council at that time entitled to be present at the Student's Council meeting'.

16.1.2 copies of by-laws and amendments to by-laws shall be displayed on Notice Boards for a period of no less than fourteen (14) days and shall not take effect until twenty-one (21) days after enactment; and

16.1.3 the Secretary shall maintain a list of all by-laws in force from time to time and shall cause this list to appear as an appendix to the Constitution.

16.2 AMENDMENT OF BY-LAWS

By-laws made under the provisions of this Constitution may be amended by a two-thirds majority (2/3) of members present and voting at a *General Meeting* of the Council, provided notice of such amendment (s) and the nature thereof shall have been given to the members of the Council at least fourteen (14) days prior to the date of the meeting at which the said amendment (s) is/are to be presented for consideration.

ARTICLE 17

17. DISSOLUTION

17. 1 The Council shall not be dissolved except by a decision of two-thirds of the members voting on a Resolution convened for that purpose and voted on by at least one third of all

Members of the Council. If, when the Association is dissolved, any property remains after all debts and other liabilities have been satisfied, it must not be paid or distributed to or amongst the members, but must be given to an organization or organizations:

17.1.1 Having similar objects to the NSSC; and

17.1.2 Which prohibits the distribution of income amongst members to an extent at least as great as is imposed on the NSSC by this Constitution; and

17.1.3 Which is determined by the Resolution by which dissolution is approved.

17.2 DISTRIBUTION TO MEMBERS PROHIBITED

17.2.1 The income and property of the NSSC must be used solely for the promotion of its objectives and the exercise of its powers as outlined in this Constitution.

17.2.2 No part of the income or property of the NSSC may be distributed directly or indirectly to or amongst its members. This clause does not prevent payment [as outlined below] made in good faith:

17.2.3 to any member, of interest in respect of money advanced by the member to the NSSC, or otherwise owing to that member;

17.2.4 of reasonable and proper remuneration to any officer or employee of the NSSC;

17.2.5 to any member of the NSSC or other person for services actually rendered to the NSSC;

17.2.6 to any member of out of pocket expenses, reasonable and proper charges for the hire of goods by the NSSC, reasonable and proper rent for premises let to the NSSC, to which that member would be entitled in accordance with the purposes, if not a member.

ARTICLE 18**ESTABLISHMENT OF A NEW CONSTITUTION**

18.1 If at any time the National Secondary Student's Council decides the present Constitution no longer serves as a functioning guide to any part of the Secondary Student's Councils of Jamaica, and amending the Constitution alone will not repair these infractions, the present Constitution must be rewritten.

18.2 If the Board of Trustees decides to undertake the revision of the present Constitution, the Board of Trustees shall create a Constitutional Sub-Committee of elected members to draft the new Constitution. The final draft is then presented before the Board with the objective of reaching an approval by consensus. After approval by the Board, and in accordance with the Jamaican governance structure, the final draft of the new Constitution is presented for approval by consensus to the required group.

18.3 If after all the above procedures are undertaken the new Constitution is accepted, it shall then be presented to the Student Body as a referendum. The referendum must have a quorum of Seventy (70) voting schools, and a Two-Thirds (2/3) majority vote in approval of the new Constitution shall establish it as the Constitution of the National Secondary Student's Council. If a new Constitution is written and ratified, it will thereafter revoke all previous constitutional document(s).

ARTICLE 19**RATIFICATION**

19.1 Ratification of this Constitution shall require a vote of the student body in which a simple majority of students voting approve.

19.2 This document shall, upon ratification, make null and void all previous Student Government Constitutions.

19.3 Upon ratification, this Constitution shall come into effect the beginning of the 2007-2008 school year.

19.4 The following exception is to be made in implementing this Constitution:

19.4.1 The Officers elected at the end of the 2006-2007 school year shall retain their elected office.