

Student Council Constitution

Founded by the Student Council of 2008-09

By: Marion Haftermeyer, Armin Ruzbie, Antonio Auf der Mauer

Student Council Presidents

2008-09 Armin Ruzbie & Antonio Auf der Mauer

2009-10 Armin Ruzbie & Cristina Cordero

2010-11 Alessandro Taiana & Nikola Keller

2011-12 Alexander Teodosiu & Maksym Shapovalov

2012-13 Maksym Shapavalov & Sebastian Meja

2013-14 Sophie Hildebrandt & Maria Filipiak

2014-15 Sophie Hildebrandt & Dario Erculiani

2015-16 Adrianna Lemieux & Raffaello Erculiani

2016-17 Arshan Shamszadeh & Lada Fleyshman

2018-19: Iman Wissanji

2019-20: Ananya Bhatt

2020-21: Bernardo Luna Hernandez

2021-22: James Benini

2022-23: Kelly Li

2023-24: Linda Huai



Maturitätsausweise durch
den Kanton Zug anerkannt

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1. Mission Statement

The IMZ Student Council is a student governed organization created by the students, for the students.

The purpose of this organization is:

- To foster a spirit of cooperation among students and employees.
- To promote and encourage activities in the best interest of the school.
- To develop good citizens and leaders through experience in governance.
- To provide the means for student expression.
- To encourage student involvement.
- To develop the students' understanding of democracy and decision processes.

2. Student Council Advisor

The Student Council Advisor is a member of staff annually elected by the Student Council prior the election of the following year's Student Council and annually approved by the School Leadership.

The role of the Advisor is to support and ensure a functional Student Council.

The Advisor is responsible for ensuring the continuity of Student Council between academic years, in particular, by ensuring the organization of fair elections of new members. The Advisor is also responsible for providing general support, guidance, and feedback to the members of the Student Council.

The Advisor is actively involved and supports that the Presidents and Committee Heads fulfil their objectives.

The Advisor can sign-off expenditures up to 2500.- per year. Any further expenditures must be signed-off by the school leadership.

3. Members

3.1. Eligibility

Students in grades BSS9, SG3-5 and IS9-11, can apply to run for Student Council positions. To run for the position of President, students must have been active members of the Student Council already.

3.2. Election process

Prior the election, students must apply for running for the position, stating their objectives for running for the said positions. The Presidency in conjunction with the Advisor will grant serious and eligible applicants to run for the positions of their choice.

The opportunities to run for President / Vice President / Committee Heads are announced at least two weeks prior to the application deadline. Accepted applicant will be informed at least one week prior to the election to allow them presenting themselves to the student body.

Each candidate may put up four A3 posters and hold a maximum 1-minute speech to the student body. The posters and speeches must be submitted to the Advisor by the stated deadline for approval. The Advisor will print the posters and hand these to the candidates.

The election takes place in February/March every year and the duties of the newly elected Student Council assumes its duty at the MSA event. The school allocates a suiting date.



Candidates must present a speech, a poster, or both to be eligible to run for the positions. Candidates may not make promises that cannot be held nor reward other students in return of votes. Should these rules be broken, the candidate may be disqualified from running for the position.

3.3. Absences

Elected members of the Student Council must in advance provide the Presidency with a valid excuse for any absences.

A Student Council member is allowed two unexcused absences per school semester.

If a member must leave a meeting early without giving notice prior to the meeting, it will be considered as an unexcused absence.

3.4. Special cases

Given the role model nature of the Presidency / Committee Heads, the impact of an ultimatum will be considered by the Presidency, Advisor and School Leadership case-by-case.

Once elected, the Presidency / Committee Head / Sub-Committee Head / Committee Member may be removed from office due to poor academic performance. The process is as follows.

- the Heads of Programme / Principal must issue a warning in writing to the person. The Student Council Advisor must also be informed.
- Should the situation not improve the Head of Programme / Principal can, in agreement with the School Leadership, call for the ousting of the Student Council member. In severe cases, this is also possible without warning.

4. Responsibilities

4.1. President responsibilities

The overall responsibility of the Student Council fulfilling their tasks lies with the Presidency (President and Vice President).

The President

- is the liaison person between the Student Council and the School Leadership.
- sets the agenda for the meetings.
- assures that minutes and absences are taken.
- actively communicate the work completed and in progress by the Student Council to the school community.
- is responsible for the Student Council budget.
- leads and keeps order of the meetings.

4.2. Vice President responsibilities

The Vice President

- takes minutes from the meetings and make these available for the Student Council members and the Advisor.



- takes the attendance of the meetings.
- steps in for the President if the President is absent and delegates the task of taking minutes to another member of the Student Council.
- prepares and brings voting slips for votes during Student Council meetings.

4.3. Co-responsibilities of the Presidency

The President and Vice President together

- assure that all sections voices are heard by the Student Council, directing concerns to the relevant committees or addresses them themselves.
- are the faces of the Student Council.
- assure that the Committees and Sub-Committees actively achieve their objectives.
- assure that the Student Council's webpage is kept updated by the Committee Heads.
- develop the Student Council, improving its school presence and visibility.
- actively motivate Committee Heads and Committee Members.
- encourage students to join the Committees as members to actively contribute to the students' concerns being heard.
- encourage students to join run for the Presidency and Committee Head positions.
- assure a smooth transition between the sitting Student Council and the elected Student Council, and present the new Student Council at the MSA.
- approve applicants that have applied to run for President / Vice President / Committee Heads (together with the Advisor).
- present the Student Council to the school community at the first school assembly.
- are in charge of the feedback mailbox and email address inbox.
- address concerns regarding the school rules.

5. Committees

5.1. Committees, Committee Heads and Sub-Committees

A Committee is a group of students led by an elected Committee Head, who will act as manager of the committee, focusing on one of the following four areas:

- Student Life Committee
- Events Committee
- Grotto & Kiosk Committee
- Charity Committee.

The Committee Head represents the Committee at Student Council meetings and carry the Committee's concerns and opinions forward.

Within the Committee, except the Charity Committee, two Sub-Committee Heads can be chosen by the Committee Heads within specific areas of the Committees.



5.2. Types of Committees and their tasks

The tasks outlined are framework tasks and responsibilities that the Committee Heads must assume. Committee Heads can in conjunction with the full Student Council set up Sub-Committees and install Sub-Committee Heads (see 5.3)

Events Committee

- Is empowered by the school to coordinate any student organised events (also charity events) to assure:
 - o that there are no clashes with academic schedules, the four annual events of the Events Committee or other events.
 - o that new events are introduced at the request of students.
- Plans, organizes and promotes the four annual events of Events Committee, namely Halloween Party, Christmas Ball, Valentine's Day rose sale, and MSA (Montana Student and Teachers Awards).

Student Life Committee

- Addresses concerns regarding school facilities, co-curricular activities, sustainability, pauses and meals both from boarding and day students.
- Addresses the concerns of boarding students in the different boarding houses.

Grotto & Kiosk Committee

- Is responsible for the student café Grotto (promotion, procurement, operations and accounting).
- Is responsible for the Student Council Kiosk (promotion, procurement, operations and accounting).

Charity Committee

- Is empowered by the school to coordinate charities actively on campus.
- Keeps track on the receipts of charities on campus and ensure that the donations reach the beneficiaries by cross-checking payment slips.
- Has the overview of funds raised by charities on campus.

5.3. Sub-Committees

Elected Student Council Committee Heads, except the Charity Committee, can each appoint a maximum of two Sub-Committees Heads.

The Sub-Committees Heads report to the Committee Heads and are responsible for specific objectives of the Committee. The overall responsibility for the tasks being completed lies with the Committee Heads.

Sub-Committees and their Heads must be confirmed by the Student Council by a simple majority.

Sub-Committees Heads can be removed if a majority of the elected Student Council votes in favour of such motion put forward.

6. Procedure for meetings and votes

6.1. Meetings

It is the President's task to ensure that an agenda is set and roughly followed throughout the meeting.



This is the Vice President's task to ensure that attendance and minutes are taken and are made available to the Student Council and the Advisor.

The minutes consist of a brief outline of what has been discussed in a Student Council meeting as well as the decisions made. The meeting agenda and absences must be included in the minutes.

6.2. Voting procedure

Upon request by one elected Student Council member, a vote must be conducted by secret ballot i.e. confidential writing on a piece of paper with the Advisor acting as a neutral mediator.

For decisions impacting the Student Council's budget or which goes beyond the concerns of an individual committee, a simple majority of the members (quorum) is needed.

The Presidency and the Advisor can veto suggested changes of the constitution. If vetoed, the change can only be implemented after the next Student Council election.

7. Relations with the School Leadership and non-Student Council members

7.1. School Leadership

The Student Council Presidency is entitled to one meeting per month with the Director of IMZ. Impromptu meetings with School Leadership and the Director may be organized upon request.

The agenda for meetings with the School Leadership or new topics to be communicated with the School Leadership should be discussed with the Advisor prior to the meeting / communication.

It is essential that a member of the Student Council presents any issue/project/ proposal to the Director and/or School Leadership. There will be no middleperson between the Student Council and the School Leadership.

The School Leadership recognizes that students' opinions on major decisions, such as but not limited to changes of the school rules, are useful assets and therefore pledges that an invitation to the Student Council Presidency will be extended to discuss such issues of importance. The Student Council recognises that the final decisions are taken by the school leadership.

7.2. Visitors to Student Council meetings

Any persons other than the elected members and the Advisor (i.e. administration, teachers, other staff, students) wishing to attend or appear at a Student Council meeting must request an invitation and receive confirmation from the Student Council Presidency.

8. Promotion, Public Relations & Feedback

8.1. Message board & posters

The Student Council has a right to a message board situated in an area of high traffic in the school. The message board should pertain exclusively to Student Council matters. The right to remove and post materials is reserved only for the Student Council members and its Advisor with the consent of the Presidency.

Student Council and Committee posters must include the Student Council logo and the date put up. Templates are available and should be used.

8.2. Feedback box and email

The school is obliged to provide a feedback box (i.e. mailbox) in a location that is mutually agreed and feedback email address. The physical mailbox will be emptied on a weekly basis by the Presidency.



8.3. Webpage and social media

The school allows for a Student Council managed social media channel (i.e: Instagram).

8.4. School newspaper

In the case that a student newspaper exists, the Student Council should be entitled to enter material (i.e. advertisement and public relations articles) providing the consent of the newspaper team is given and the availability of space in the issue.

9. Matters of the Constitution

All members of the Student Council must sign the constitution at the beginning of their term, as does the Advisor and the Director of the school.

The constitution effectively outlines the proceedings and laws of the IMZ Student Council. The entire school community must abide by its articles.

10. Signatures

Student Council President

Student Council Vice President

Head of Student Life Committee

Head of Events Committee

Head of Grotto & Kiosk Committee

Head of Charity Committee

IMZ Director

Student Council Advisor

Date & place