



National Grammar School

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Guidelines for Student Clubs and Societies

NGS is committed to provide a holistic educational environment to its students. Classroom learning is supplemented by opportunities for student's intellectual and moral growth through carefully planned activities and programs. Student societies are a vital part of the educational process through which students develop leadership skills, confidence and interests in both academic and non-academic areas.

Our Co-curricular department coordinates and promotes activities of all existing student clubs/societies. There are 12 different academic and non-academic clubs and societies. Each plans and conducts programs during the year that enriches the learning experience of students and accelerates their intellectual growth.

*Students can sign-up for minimum two and maximum three societies.

Following are the Clubs and Societies at NGS:

- Art and Design Club
- Business Entrepreneurship Society
- Debating Club
- Dramatics Society
- English Editorial Board
- Mathematics Society
- Music Society
- NGS MUN
- Photography Club
- Science and Technology Club
- Social Welfare Society
- Urdu Editorial Board

Art and Design Club:

Art is one of the strongest and simplest mediums of expression. It allows individuals to reveal their inner persona.

Aims and Objectives:

Art and Design club aims to:

- Provide a platform to express, explore, and polish talent, creativity, and aesthetic sense.

- Give a platform where students can sketch their thoughts and paint their emotions.
- Arrange various inter-class and inter-house art competitions and movie screening.
- Provide assistance in arrangements and decoration to other NGS societies on events such as the Welcome Party and Reminiscence Dinner.

Business Entrepreneurship Society

The Business Entrepreneurship Society connects students who are interested in business, entrepreneurship, corporate and social responsibility.

Aims and Objectives:

- The Business Entrepreneurship Society presents lectures, workshops and organizes networking events to support the academic and professional interests of students.
- It encourages students to come up with interesting business ideas and innovative marketing strategies.

Debating Club

Aims and Objectives:

The Club's main objective is to promote & inculcate the arts of debating, elocution & public speaking in the student population of NGS.

Dramatics Club:

The NGS Dramatics Club provides an opportunity to bring the hidden acting talent to stage.

Aims and Objectives:

The Dramatic Club provides a platform for students

- To show off their acting skills and bring forth new talents in the fields of scriptwriting, stage management and other behind-the-scenes tasks.
- It aims at providing entertainment to the students.

English Editorial Board

The English Editorial Board aims to create a forum where students can indulge in literary activities in English and publish the same in school letters and magazines. It helps the students to develop and enhance English Language skills and critical thinking.

Aims and Objectives:

The aims and objectives are

- To exchange ideas and foster intellectual growth through interactive conversations.
- To promote literature, language (communication), poetry and writing through various channels of art, music, theatre and discussion forums.

Mathematics Society

The Mathematics Society was started with the motto "Explore New Horizons."

Aims and Objectives:

Its objectives are:

- To bring awareness among students about the future and scope of mathematics by arranging workshops and seminars.
- To enhance students' abilities in logic and to give them a basic knowledge of the use of mathematics in daily life by arranging quizzes and competitions.
- To build interest among students in Mathematics.

Music Society:

Its purpose is to find talented students with melodious voices and those who can play musical instruments.

Aims and Objectives

- The Music Society arranges programs in which students demonstrate their talents as vocalists, instrumentalists and dancers.

NGS-MUN:

“NGS-MUN” National Grammar School- Model United Nations, is a simulation of the real United Nations. In this society, student delegates assume the roles of diplomats of the countries they represent and attempt to reach solutions to the major problems faced by the world today.

Aims and Objectives:

The purpose of the NGS- Model UN is

- To provide an interactive educational experience that teaches in an interesting and enjoyable way about the United Nations. The process involves an understanding of international debate and negotiation that we commonly call diplomacy functions.
- It aims to facilitate students to polish their skills in substantial researching, public speaking, writing skills, as well as critical thinking, teamwork, and leadership abilities.

*** For detailed procedure and guide for MUN kindly check page number***

Photography Club

Photography Club is about capturing the most amazing moments with the click of devices and producing them in such a way that they not only look presentable but forces the person to watch them again and again.

Requirements:

Students really don't need a fancy kit or a professional camera to click for great photos. Their pocket digital cameras are capable of great things! It's not what they have got, it's how they use it. They will train how to think out of the box in all circumstances and identify photographic opportunities in their daily lives.

Aims and Objectives:

- Provide a common ground for those who share an interest in photography.
- Encourage and help amateurs in understanding photography.
- Organizing activities.

Science and Technology Club

The foremost events of this club will be arranging quiz competitions, inter-house and interschool science exhibitions and competitions.

Aims and Objectives:

The objectives of the “Science and Technology Club” are

- To create awareness among the students about the importance of science and technology in daily life and promote the knowledge related to science and technology.
- To arrange lectures by renowned scientists and engineers; hold exhibitions, different workshops and seminars.
- To involve students in various research activities related to Science and technology under the guidance of faculty.

*Any student who is interested in science and has a knowledge about technology can join.

Social Welfare Society

The Social Welfare Society at NGS enable students to provide assistance to needy individuals and families.

Aims and Objectives:

The main objective of the Social Welfare Society is

- To give moral and financial support to the poor individuals, arrange volunteer work for the neglected ones in the society.
- To promote public awareness about serious social problems like poverty, smoking, drugs etc.

Urdu Editorial Board:

Aims and Objectives:

The Urdu Editorial Board of NGS aims

- To promote Urdu Language and Literature among the students.
- To enable the students to learn about different literary tastes through its programs organized by the editorial board.

Structure of Student Societies / Clubs

Society Structure:

The following will be the structure of every Club / Society at NGS

Society in-charge/ Advisor: Faculty member will be the advisor.

Society President: Handles everything that comes under the society, has the authority to approve all the decisions with the consent of the society advisor.

Vice President: Assistant to the president – whenever the president is not available vice-president will be the acting president.

General Secretary: Keeps the record of official documents; sets the agenda for any Meetup; moderates the regular meetings; and keeps a link between the president and the rest of society office bearers.

Director PR: Controls the Public relations of society, which includes propagation of society's upcoming events; building image of society in school and out of school; keeping a close link between students and the society and encouraging new memberships of society.

Director Logistics: Assisting society executive council in the provision of logistical items, for example, provision of rooms for any club meetings; coordinating between vendors and school administration in order to host an event.

Director Registration: Keeps a record of all new society members and then keeps a record of all the members at the time of hosting any event for the school or facilitating registrations of the NGS team when participating in other institutions.

Director Information: Controls the flow of information to all the members and a general audience of school by social media and texts for the members, informing them about details of upcoming events.

What is NGS-MUN-Society?

National Grammar School will be starting “NGS-MUN” National Grammar School- Model United Nations, which is an academic simulation of the united nations and aims to educate participants (students) about civics, current events and diplomacy. Students will work in teams and each team will be assigned a country for research. They will be expected to take on the role as a diplomat and investigate international issues; debate on it; develop solutions to world problems etc.

What does NGS-MUN conference will look like?

Before the conference starts:

- Students will get a country assigned.
- They will be required to do research on their assigned countries.
- So that they can write a position paper.
- Get an idea about that assigned country’s official foreign policy stance.

During the conference:

1. Formal sessions (moderated caucus).
2. Group discussion- informal sessions (unmoderated caucus).
 - Speakers list
 - Drafting resolutions
 - Lobbying
 - Voting on resolutions

Study Guide:

Research and Position Paper.

Background of the topic

- From your country’s perspective, what are the main aspects of the problem?
- What are the important roots of the problem?
- What has the UN done to address this problem in the past? Did your country support them?

History of given Topic in your country

Official Position of given topics in your country

- What are your country’s national interests in the situation?
- What are your country’s policies on the topic?
- What step would your country like to see take on the matter to deal with the problem?
What is the proposal?
- What past actions have your country’s government taken to address the issue?

Justification of your Countries Positions

- What is your countries main reason for supporting these steps?
- What do you predict will be the main opposition to your country's proposal?
- How do the positions of other countries affect your country's position?

Researching positions of key countries (opponents and allies)

Example: (Any topic)

Session Flow

- **Roll Call:** Announce each country's name and receive an answer of 'Present' or "Present and voting".
- **Set the agenda:**
 - a) The chairperson will entertain motions to open (or close) the Speaker's List.
 - b) The Chairperson may set time limits on speeches or may entertain a motion from the committee to **set time limits on speeches**.
 - c) The chairperson will entertain motions to set the agenda.
- **Debate:**
 1. **Formal Debate:**
 - a) Based on the speakers list.
 - b) Draft resolutions may be discussed.
 - c) Amendments may be presented.
 2. **Informal debate.**
 - a) A motion for moderated caucus.
 - b) A motion for unmoderated caucus.
- **Closure of Debate:** After the speaker list has been exhausted and all caucuses completed, the debate is closed and the committee automatically moves to voting.
- **Voting:**
 - a) Amendments are voted on first, Resolution is voted on the second.
 - b) Once all resolutions related to a single topic have been voted on, the committee moves to the next topic.

Rules and Procedure:

- Points and Motions.
- Point of parliamentary inquiry.
- Point of personal privilege*
- Point of order.
- Time Yields.
- Yielding to the floor.
- Yielding to a fellow delegate.
- Yielding to the chair.

Speech Rules and Procedures

1. Limited Time.
2. Yielding the floor...
 - To the speaker.
 - To the chair.
3. At the end of the speech, state if there are open questions or not.

Opening Speech Structure.

- **Thank the presiding official** by saying ‘Thank you Mr./ Madame/ Honorable Chair/ President.
- Begin by **providing a brief history** on the issue as it relates to your country.
- **Provide your country’s position on the issue.** Include an explanation of your country’s stance, such as economic or security concerns or political or religious ideology.
- Give an explanation of how your country’s B position relates to the positions of other member states such as the major power or countries in your regional block.
- Discuss some of the past actions taken by the UN, Member states and NGOs to address the issue.
- Talk about the role that the NGO or regional organization have to play in addressing the issue.
- Indicates to the committee members whether your country is willing to negotiate.
- Present ideas for a resolution, stressing your country’s objective for the resolution.

Suggestions for Debates Speech **

Tips for Debate Speeches

- Prepare in Advance.
- Practice.
- Take Important Notes.
- Bluffing (what to do if you lack a piece of info).
- Style and presentation.
 - a) Quotations
 - b) Research facts
 - c) Analogies
 - d) Stories

Resolutions: Goal is to pass a resolution-and to have a consensus- every single person in the committee votes for your resolution- or at least a majority- a minimum of 51% of the people in the committee vote for your resolution. You will have to talk to other people to get them to vote for your resolution. Working Paper is written solutions to the problems presented by the topics in the committees. - Sponsors = delegates who have written the resolution. – Signatories (1/5 of the members, but does not require a vote) = Delegates who have signed the resolution. - Motion to introduce a draft solution.

Lobbying Tips

- Approach people quickly.
- Quid pro quo (Something for something).

- Be nice and polite.
- Be persistent.

General Tips.

- Stay in the role.
- Respect the dress code.
- Stay active.
- Stay relevant.
- Be nice and polite.

STUDENT COUNCIL CONSTITUTION

Role of the Student Council

- To cooperate with the Management, staff, parents and students, in order to ensure a better school life for the students.
- To provide students with opportunities of leadership and to develop in all students a sense of responsibility.
- To encourage the students to become more aware of how the school is run and to constructively identify and express their needs.
- To act as liaison between the students, teaching staff and management.
- To build a relationship based on mutual respect and trust with everyone in school and support the staff, management and parents in their efforts to create and maintain an environment conducive to educational and personal development.
- Assist with mentoring / induction of new students.
- Assist in school activities: sports, cultural and Co-curricular.
- Organize or assist with fund-raising / charitable work.

Structure of the Student Council

The council will consist of the following office bearers who will be democratically elected:

- One Head Boy from A1
- One Head Girl from A1
- Four House Captains (one from each house) from A1
- One class representative for academics and one for sports from Class (6th to O3). For A levels, apart from one sports representative, three academic reps will be elected according to subjects. Note: Sports representatives will be nominated and selected on the basis a nomination form.
- Society Presidents selected from A1

Terms of Office

- Head Boy, Head Girl, House Captains and Society Presidents will serve for one year, from date of election i.e. From January to following January.
- Class Representatives (Academic and Sports Reps) will serve during the Academic Year i.e. September to following June.

Meetings

The Student Council will meet weekly as per the availability of the students. The teacher (student councilor) will assist in the smooth running of the meeting, but students should run their affairs

entirely on their own initiative as far as possible. For any major decision to be voted on or agreed, at least two thirds of the council members must be present at the meeting.

Changes to the Constitution

Any changes to this constitution must be presented to the Quality Council and approved by it.

Attachments:

- Eligibility criteria.
- Election rules and election process.
- Roles and responsibilities of Council members.

STUDENT COUNCIL CONSTITUTION

Eligibility Criteria:

A candidate applying for each post must:

- Have a good academic record in internal examinations.
- Not hold any card as mentioned in the NGS Penal Code.
- Be a regular and punctual student.
- Have an effective leadership qualities.
- Be a good follower of the directions given by the school authorities.
- Maintain a good reputation with the students.

PROCEDURES:

1. Elections

- Elections for Head Boy, Head Girl and House Captains along with the selection of Society Presidents will be held in January i.e. During the second semester, to ensure that the Student Council body is in place before school session starts in September.
- Elections for Class Reps will be held in September i.e. The start of the new academic year. Sports Reps will be nominated and selected on the basis of a sports nomination form.

Canvassing

- Prior to the election, students will indicate their desire to stand for election for the positions of Head Boy, Head Girl, etc. By filling in nomination forms # 103/09/11.
- Students opting to stand for election for the positions of Head Boy, Head Girl and other members of the student council will be approved by the Quality Council after thorough evaluation based on academic performance and overall conduct of the students throughout. Basis of evaluation will be student records/file maintained over the years.
- If there is more than one candidate going forward, an election will be held. In case of a single candidate for a particular post, that candidate will be chosen as an unopposed candidate.
- The Activities Coordinator will announce the names of the nominees to the respective positions and place the names of the approved candidates on the Student Council notice board.

- A meeting of the candidates will be called by the Activities Coordinator who will apprise them of the rules & regulations of the election campaign.
- Class Teachers will provide class lists to Activities Coordinator and ensure that these are the updated list of students.
- The candidates for Head Boy and Head Girl will provide the Activities Coordinator the names of their polling agents at least one day before the election.
- The candidates for Head Boy and Head Girl will be given two days for canvassing.
- Speeches will be allowed in the morning assembly a day before the polling.
- Campaigning by candidates for Head Boy and Head Girl will be allowed a day before the polling by candidates in the 5th unit.
- No canvassing will be allowed by candidates on the final day.
- On Polling Day in the morning assembly, Activities Coordinator will inform the students about the election rules.

Activities Coordinator will supervise and coordinate the canvassing activity along with the help of staff members.

Balloting

- Ballot boxes and ballot papers will be prepared by the Administration Department
- There will be a ballot box for each position.
- The student's thumb will be ink-marked and school identity cards will be punched for each student casting his/her vote.
- Names of voters will be ticked in class lists
- Balloting for Head Boy, Head Girl and House Captains will be conducted in the morning separately.
- Ballots cast will be counted by various teachers nominated for this purpose in the presence of the Election Chairman.
- Class teachers will take Prefect Ballot Papers from Activities Coordinator in the first unit on the day of Election.
- Voting for prefects / representatives will take place in the respective classes on the election day through balloting, in the presence of the Class Teacher and at least one Subject Teacher.
- Class teachers will collect the prefect ballot papers, complete counting of votes and hand over the results to the Activities Coordinator.
- The names of the successful candidates will be announced in the morning assembly on the designated day.

Election Committee will be appointed for this purpose headed by the Election Chairman who will control/monitor the balloting procedures and results.

The appointed Polling Agents will observe the entire process of voting and vote counting to ensure there are no irregularities.

2.Oath Taking Ceremony

- The Oath taking ceremony will be held within a week after the announcement of the results of the election.
- An oath will be taken by the Principal, who will make an address and also present the elected student council members with badges.
- The Activities Coordinator will coordinate the Oath Taking Ceremony.

3. Roles and Responsibilities

Head Boy and Head Girl:

- Assist the faculty and administration in the maintenance of discipline.
- Help to maintain a healthy environment conducive to pursue academic and Co-curricular activities.
- To act as liaison between faculty and students.
- To be aware of the School's rules and regulations.
- To resolve student problems and settle issues congenially.
- Show initiative and consideration.
- To share responsibilities and carry out assigned duties.
- To check student uniforms on a daily basis.
- Conduct morning assembly on regular basis.
- Meet with Student Councilor regularly to discuss whatever issues they have and on need basis with the Activities Coordinator.

House Captain:

- Maintain a good personal conduct.
- Ensure proper discipline and harmony in the House.
- Conduct house meetings under the supervision of House Master/Mistress.
- Assist House Master/Mistress in selecting students of the house for participation in the Inter House Competitions.
- Controls his/her house during the conduct of all Co-curricular and Sports activities.
- Collect new house list after every 2 weeks from the Activities Coordinator.
- Ensure all house members get a chance to participate in various activities.

Class Prefects/ Academic Representatives:

- Meet the academic coordinator on a fortnight basis.
- Attend meetings of the Student Council.
- Maintain class discipline and control noise level.
- Are in charge of class lines (at Assembly time) and must accompany them back from assembly to their classes and supervise orderly entry and exit before and after the break.
- Check students to prevent and /or stop rowdy behavior and bad language in the class.
- Monitor that there is no eating, drinking or chewing of gum and use of cell phones in classrooms.

Sports Representatives:

Each Class Sports Representative will be responsible for the following:

- Attend meetings with the Sports Director, the Sports Coordinators and the Sports President whenever a meeting is officially called.
- Act as a source of communication between the Sports Department (Sports Director & Sports Coordinators) and his/her respective class.
- Make sure that all students in his/her respective class, who are participating in sporting events, have purchased the complete NGS Sports Kit.
- Adherence to the sports kit will be strictly observed during all sports lessons, inter-house matches and interschool events. The school has the right to disqualify any student at any time on this basis.
- Ensure that students of his/her respective class respect the school's property and not damage any sports equipment / item belonging to the school. In case of any such damage, a student would be fined according to the extent of damage/loss.
- Take responsibility for any managerial or positions if need be, in case of an inter house or inter school sporting event.
- Ensure that all classmates observe discipline, general code of conduct and mutual respect for the School and the Sports Teacher.

Society President:

- Meet the Activities Coordinator weekly along with the Society In-Charge.
- Conduct fortnightly meetings with the society members in the presence of Society In-charge.
- Discuss future plans of the society and bring them forth to the Activities Coordinator.
- Arrange Inter House and Inter School competitions under the supervision of the Society In-Charge and the Activities Coordinator.
- Ensure maximum involvement of the society members in club/society's activities.

4. Removal/ Withdrawal of a council member from office:

The NGS penal code has laid down some disciplinary issues which are unacceptable and need corrective actions in the form of penalties. If any council member is given a penalty under the NGS Penal Code during his/her tenure, he or she will be withdrawn from the post. In case of an unacceptable disciplinary issue, the council member will be warned twice in writing, using a "show cause notice". A recurrence for the 3rd time would result in the withdrawal of the council member from his/her post.

If a council member is removed due to a violation of penal code or withdraws from the school, a re-election will be arranged for the vacated post only.