

St. Stephen Catholic Secondary School Student Cabinet Constitution

Article I: Name

The name of the organization is the St. Stephen Catholic Student Cabinet

Article II: Objectives

The Student Cabinet of St. Stephen Catholic Secondary School shall:

- a) (i) support all extra-curricular activities
(ii) be present at all council-sponsored activities
- b) create and maintain a high level of school spirit
- c) maintain a liaison between the students and the administration
- d) provide leadership for all students in the school

Article III: Membership

A: Structure

1. The Student Cabinet shall be comprised of the Cabinet, staff member(s), Student Liaison to the School Board and Senators. The voting members of the Student Council shall be composed of the Cabinet.

2. Cabinet shall consist of:

Cabinet Positions:

Co-Prime Ministers (2)	Minister of the Environment
Minister of Records	Minister of Graduate Affairs (Prom)
Minister of Finance	Ministers (2) of Grade 10 Affairs
Ministers of Social Affairs (2)	Ministers of Grade 9 (2) Affairs (to be elected in September)
Minister of Communications	Student Liaison to School Board (previously elected)
Minister of Social Justice & Multiculturalism	Senate (prior members of student council – not elected)
Minister of the Arts	
Ministers of Sports and Athletics (2)	

3. Staff member(s) will act as Speaker of the House and as Returning Officer in all votes. They are non-voting members of Student Cabinet. They shall act as moderator(s) and advisor(s). The staff member shall chair all formal meetings.

B: Regulations

1. All Student Cabinet members must:
 - a. Have and maintain an average of no less than 60% and no more than one failing mark.
 - b. Attend all student council meetings and events.
 - c. Show a willingness to abide by the school's code of conduct (to be determined by the Vice-Principal(s)).

- d. Have proof of the support of twenty-five (25) students of the school to be eligible to run for office.
- e. Deliver a speech outlining his/her own goals and qualifications for the position being sought.
- f. Meet all requirements for participation in extra-curricular involvement as outlined in the agenda book.
- g. Be a full-time student.
- h. Cabinet Ministers shall be senior students (Grades 11 & 12) except for the Minister of Grade 10 Affairs and Minister of Grade 9 Affairs.

C: Attendance

- a) When a Cabinet member is absent, he/she shall notify the Speaker of the House of the reason for the absence. When a Cabinet member misses two (2) consecutive meetings or a total of (5) meetings during the course of one term of office, he/she will be dismissed and a new member will be elected and/or chosen (as per Article VII, subsection G), unless there are exceptional circumstances.
- b) The Speaker of the House shall give oral warning to any member who reaches a total of four (4) absences.

D: Removal

- a) If one of the Co-Prime Ministers is dismissed or resigns the other Co-Prime Minister will take over and a Deputy Prime Minister will be elected from within the Cabinet and a replacement for that member will take place by election or application.
- b) Cabinet members who:
 - i. Do not perform their duties satisfactorily or
 - ii. Whose general school behaviour is less than exemplary or
 - iii. Whose academic performance undergoes a significant decline
 may be asked to resign by the Speaker of the House, may be asked to take a leave of absence until the behavior improves or face a vote of non-confidence.

E: Membership and Eligibility

Each student in the school shall be represented by the Student Cabinet and, if elected has the right to become a member so long as they satisfy the requirements listed in Article 3, Subsections b-d.

Article IV: Cabinet

A: Cabinet Members shall:

- a) Be responsible for managing the Student Cabinet on a daily basis
- b) Continue to meet their obligations as students of St. Stephen's Secondary School
- c) Endeavour to aid other Cabinet members when needed.

Article V: Powers and Authority

A: Overall Duties

1. The Student Cabinet shall be a liaison between the administration and the students speaking on behalf of students of the school.
2. All Student Cabinet activities are subject to the Principal's approval. The Principal, as the central authority in the school, has the right to veto decisions made by Student Cabinet.
3. Maintain a binder with all Student Cabinet materials (i.e. minutes, agendas, etc).

B: Specific Duties

The co-Prime Ministers Shall:

- a) act as official representatives to the administration, the general public, and at conventions and conferences;
- b) act as chairperson of Cabinet meetings in the Speaker's absence;
- c) prepare a typed Agenda in consultation with the Speaker for each meeting and give it to the Minister of Records for photocopying;
- d) appoint members to various committees with the guidance of Cabinet Ministers;
- e) support at promote school sports and other extra-curricular activities;
- f) ensure staff and administration are informed of significant events;
- g) keep an accurate record of the year for the following year's Prime Ministers;
- h) meet with advisor(s) and Cabinet in June and prior to school opening in September regarding fall activities;
- i) contribute personal ideas and opinions whenever appropriate.

The Minister of Records Shall:

- a) phone/email members of Cabinet at the request of the co-PMs to give information and reminders;
- b) maintain social media sites;
- c) take and record attendance at all meetings;
- d) accurately record the minutes of each Cabinet meeting and distribute them to all members;
- e) write letters at the request of the co-PMs
- f) keep a file of all correspondence, minutes, agendas and any other information;
- g) contribute personal ideas and opinions whenever appropriate;
- h) be able to read to Council the exact wording of each motion after it has been proposed;
- i) photocopy and distribute copies of the minutes to each member for approval at the start of each meeting;

- j) photocopy and distribute the Agenda to each member at the start of each meeting;
- k) ensure that administration has access to a copy of the minutes of the meetings;
- l) maintain a file of important names, address and phone numbers;
- m) send gifts, thank-you notes, etc.

The Minister of Finance Shall:

- a) prepare the bank deposits, cheques and all financial statements for each meeting; with the assistance of the Speaker;
- b) record accurately the flow of funds on Excel, so that the records are available for audit;
- c) notify the groups requesting funds within the school whether their request was approved, revised or defeated within three (3) school days of the meeting;
- d) obtain receipts from individuals and groups for all funds distributed;
- e) keep a file of all receipts for every financial transaction;
- f) deposit all money quickly to prevent its loss;
- g) maintain a binder for all Cabinet materials (relating to financial matters);
- h) contribute personal ideas and opinions whenever appropriate.

The Ministers of Social Affairs Shall:

- a) be responsible for the organization of spirit events, including dances;
- b) organize committees to assist with the planning of spirit events;
- c) maintain a binder for all Cabinet materials (i.e. event details);
- d) contribute personal ideas and opinions whenever appropriate.

The Minister of Communications Shall:

- a) act as Cabinet's Public Relations representative;
- b) be responsible for reading all announcements or organizing readers;
- c) be responsible for advertising all Council events;
- d) be responsible for the newsletter and yearbook submissions (subject to the approval of the co-PMs and Speaker);
- e) be responsible for communication with local media as required;
- f) maintain a binder for all Cabinet materials (i.e. relating to communiqués);
- g) contribute personal ideas and opinions whenever appropriate.

all announcements, signs, news submissions, etc. must have the approval of the staff advisor(s) first.

The Minister of Social Justice and Multiculturalism Shall:

- a) be a member of St. Stephen's Multicultural Committee and Social Justice group;
- b) ensure all ethnic groups' opinions and views are equally represented;
- c) promote equality and acceptance of all ethnic groups within the school;
- d) promote anti-racism;
- e) promote and organize multicultural events;
- f) bring to council issues regarding charities' needs;
- g) promote and organize social justice events;
- h) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- i) contribute personal ideas and opinions whenever appropriate.

The Minister of the Environment Shall:

- a) act as a liaison with all environmental groups;
- b) organize and run events;
- c) help promote environmental events;
- d) speak with staff advisors as needed;
- e) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- f) contribute personal ideas and opinions whenever appropriate.

The Minister of the Arts Shall:

- a) act as a liaison with all Arts related groups;
- b) organize and run events;
- c) help promote Arts events;
- d) speak with staff advisors as needed;
- e) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- f) contribute personal ideas and opinions whenever appropriate.

The Minister of Graduate Affairs Shall:

- a) act as a liaison between Student Cabinet and Prom Committee;
- b) organize and run Prom;
- c) help promote Prom;
- d) speak with staff advisors as needed;
- e) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- f) contribute personal ideas and opinions whenever appropriate.

The Ministers of Athletic Affairs Shall:

- a) be composed of a pair of students, one male and one female
- b) form an Athletic Committee to meet as required;
- c) act as a liaison with all athletic groups;
- d) organize and run recognition events (athletic banquet);
- e) help promote athletic extra-curricular events (buyouts, home games);
- f) maintain an up to date list of all athletic teams;

- g) speak with staff coaches as needed;
- h) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- i) contribute personal ideas and opinions whenever appropriate.

The Ministers of Grade 9 and 10 Affairs Shall:

- a) acts as the liaisons and representatives of their respective grades;
- b) seek to learn and understand the activities of Student Cabinet to be prepared to take on senior positions in Grades 11 & 12;
- c) attend all meetings, events and conferences;
- d) promote up-coming events;
- e) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- f) contribute personal ideas and opinions whenever appropriate.

Student Liaison to School Board Shall:

- a) attend all Student Cabinet and student liaison board meetings;
- b) act as a liaison between the Student Cabinet and school board;
- c) represent the students of St. Stephen's Secondary School at the board level;
- d) represent the students of St. Stephen's Secondary School at School Council meetings;
- e) attend and run conferences/activities organized at the board level;
- f) replace any member of the Cabinet whose post has been vacated permanently, except for co-Prime Minister positions;
- g) read the reports of any absent Cabinet Ministers;
- h) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- i) contribute personal ideas and opinions whenever appropriate.

Senate Shall:

- a) be prior members of student council not holding any other position on council;
- b) have not more than 25% of the vote;
- c) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- d) contribute personal ideas when appropriate;
- e) act as advisors to the executive.
- f) contribute personal ideas and opinions whenever appropriate.

The Speaker of the House Shall:

- a) be (one of) the staff advisor(s);
- b) preside over all formal meetings of Student Council;
- c) preserve the order and dignity of Student Council during their meetings;
- d) consult about the agenda for each meeting with the co-PMs;
- e) inform members about procedure and decorum;
- f) follow the Agenda;
- g) maintain a binder for all Cabinet materials (i.e. minutes, agendas);

- h) call motions or actions that are out of order;
- i) require that all motions immediately be given in writing to the Minister of Records;
- j) always state clearly what is before Cabinet;
- k) explain what is happening to those not understanding what is occurring;
- l) refrain from debate with individuals;
- m) recognize any member wishing to speak;
- n) recognize any member for a second time for debate only after everyone who wishes to speak has spoken the first time;
- o) follow a precise format when voting:
 - i. announce that debate has ended;
 - ii. re-read the motion;
 - iii. state , "All in favour of the motion raise your hand" then, "All opposed to the motion raise your hand".
 - iv. tally all votes and determine the margin; a 2/3 majority is required
 - v. declare if the motion has been passed or defeated;
 - vi. inform, the group what motion (if any) comes next.

Article VI: Meetings

1. The maximum length of a meeting shall be one and one half hour (1.5h), unless a two thirds majority decides otherwise.
2. The Cabinet shall meet once a week.
3. In order to conduct a formal Cabinet meeting, three of the following five members must be present plus the staff advisor(s):
 - Co-Prime Ministers
 - Minister of Records, Minister of Finance
 - Minister of Social Affairs
4. The Order of Business shall be as follows:
 - a. Opening Prayer
 - b. Attendance
 - c. Additions to Agenda
 - d. Approval of minutes
 - e. Report from Minister of Finance, approval of report as required
 - f. Reports from other Ministers
 - g. Old Business
 - h. New Business
 - i. Any Other Business
 - j. Adjournment
5. Parliamentary procedure shall be employed at all meetings. The following are the basic principles of Parliamentary procedure:
 - a. ideas are to be considered one at a time;

- b. individuals are encouraged to introduce ideas, but those ideas must be decided on only as a group;
- c. each meeting shall be ruled by a two thirds majority, but the minority has the right to voice its opinion and their opinion is to be protected;
- d. the individual rights of each member shall be respected;
- e. the assembly has the option of changing its mind.

Article VII: Elections

A. Eligibility

- 1. All candidates for Student Cabinet must fulfill the requirements listed in Article III, Section B, and be familiar with the Constitution.
- 2. a) Both candidates for the office of co-Prime Minister must:
 - i) have been a member of Student Council
 - or
 - ii) demonstrated exemplary leadership at St. Stephen's Secondary School (taken GPP30 – Leadership and Peer Support, involved in extra-curricular activities)
- b) Candidates for the office of Minister of Finance must have exemplary marks in mathematics, and/or accounting and be knowledgeable with computer software used for tracking finances (Microsoft Excel)

B. Date of Elections

- 1. Student council elections will take place towards the end of the school year (mid-May to mid-June).
- 2. Elections for the Minister of Grade 9 Affairs will take place before Thanksgiving.

C. Nomination Procedure

- 1. A person officially becomes a candidate when:
 - a. He/she submits a completed and signed eligibility form with the nomination form.
 - b. He/she is approved by the staff advisor(s) and the members of the current Cabinet in an interview prior to the election.
 - c. He/she submits to the staff advisor(s) a copy of his/her speech for approval by a specified date.
 - d. He/she passes the requirements of the school's eligibility policy.

D. Campaign Rules

- 1. The campaign may begin on the designated date prior to election. No campaigning is allowed on Election Day.
- 2. Current Student Cabinet members should not endorse or speak against any candidate during the entire election time in any way.

3. Candidates are limited to a maximum of seventy-five (75) school supplied photocopies for all campaign materials.
4. All posters must be approved and signed by the staff advisor(s).
5. Distribution of campaign materials shall not interfere with the educational atmosphere of classes.
6. Candidates are responsible for the removal of their own posters the day before the election.
7. Candidates shall not interfere with the campaigns of fellow candidates.

E. Rules for Speeches

1. All candidates shall make their own speeches.
2. No introductory speeches are allowed.
3. Speeches shall not exceed 3 minutes.
4. Speeches shall be made at an assembly in the cafeteria or over morning announcements.

F. Voting Procedures

1. All students in the school are eligible to vote for Cabinet Ministers with the following exceptions:
 - a. Grade 9 students only will vote for Ministers of Grade 9 Affairs
 - b. Grade 10 students only will vote for Ministers of Grade 10 Affairs

G. Other Elections

1. Any by-election and the election of the Minister of Grade 9 Affairs will be conducted in accordance with the rules for elections stated above.
2. Replacements:
 - a. If there is a need to replace a Cabinet member it may be done by application.
 - b. Interested students must submit a nomination form, eligibility form and a resume.
 - c. Students must meet the requirements set out in Article III, section B of the constitution.
 - d. The nominee must be ratified by 75% of the Cabinet.

H. Installation of Officers

The new Cabinet will assume their duties at a date agreed upon by both the old and new Cabinet. This should occur before the exam moratorium begins in June.

Article VIII: Procedure for Amending the Constitution

1. a) A sub-committee shall be elected by the Cabinet to formulate recommendations which will update and improve the constitution. This sub-committee must consist of at least five members of Cabinet, including

both co-Prime Ministers. The sub-committee will consult with the staff advisor(s).

b) The sub-committee is empowered to receive recommendations for constitutional amendment from members of student council, the staff and student body.

2. These recommendations must be agreed upon by at least 75% of the sub-committee before presenting it to the rest of Student Council.
3. A representative from the sub-committee must read aloud the recommendations.
4. Once all opinions have been expressed, voting will take place. The meeting will be announced as open to all members of the St. Stephen's school community (students & staff). All members of Cabinet should be present. A 75% majority is required for the recommendation to be passed.
5. After the recommendation is passed by the procedure outlined in Article VIII, Section 4, it becomes an amendment to the constitution and will then be enshrined in the St. Stephen Catholic Secondary School Student Cabinet Constitution.

Appendix 1

St. Stephen's Student Cabinet Elections - Nomination Form

Name: _____

Grade: _____

1. Check off the position that you are seeking.
2. Complete the questions on the reverse side.
3. Complete the school's Eligibility Form
4. If you have questions see Ms. Driscoll.

Co-Prime Ministers : Running mate _____

- o Chair weekly meetings of student cabinet
- o Meet with administration to seek approval for events
- o Speak at school events

Minister of Records

- o Keep detailed notes of meetings
- o Run Student Cabinet & Randy Roar facebook page
- o Remind members of upcoming events

Minister of Finance

- o Keep detailed notes of financial matters
- o Count all monies collected at events

Ministers of Social Affairs: Running mate _____

- o May be asked to form a social committee that will meet separately from student cabinet to plan and run events like dances, coffee house, etc.

Minister of Communications

- o Write/read announcements
- o Write newsletter/webpage updates

Minister of Social Justice & Multiculturalism

- o Attend social justice & multicultural meetings (these are separate from student cabinet)

Minister of the Arts

- o Ensure the voice of the Arts is heard at Student Cabinet meetings.

Ministers of Sports and Athletics: Running mate _____

- o Your running mate must be of the opposite sex (i.e. we want a boy and girl)
- o You will form and chair meetings of an athletic committee that will meet separately from student cabinet and will run athletic events.

Minister of the Environment

- o Be a member of the E-Team (separate from student cabinet)

Minister of Grade 10 Affairs (2 available positions)

- o You must be a Grade 10 student next year

Minister of Graduate Affairs (Prom)

- o Chair Prom Committee meetings (separate from student cabinet)

Note: That when running with a partner BOTH partners must submit a full set of forms and BOTH partners must be approved by their VP. If one partner is not approved then both will not be permitted to run for the position.

Please place a check mark in the appropriate column:

	Yes	No
I have read the information on the first page of the application package and understand the role of Student Cabinet Members.		
I have read the detailed job description for the position I am seeking.		
Are you in good standing according to the Student Code of Conduct? You can find the Code of Conduct in your agenda book or online at www.sscss.ca		
Are you willing to abide by the Student Code of Conduct?		
Have you read the Student Council Constitution? It is available on the Student Cabinet portion of the school's website.		
Do you agree to abide by the expectations in the Student Council Constitution?		
Do you meet the academic requirements? Minimum average of 60% and no failing marks on your last report card.		

What skills and/or talents do you have that will make you the right person for the position you've chosen? Attach a separate page if required.

Declaration: I have completed this form truthfully and I have reviewed it with my parent(s)/guardian(s). I have also completed the St. Stephen Participant Eligibility Screening form (next page). I understand that the Administration team will verify all information on these forms to determine my eligibility for the Student Cabinet. I also understand that I can be removed from my position at any time if there are issues with my academic progress or behaviour.

Student Signature: _____

Parent/Guardian Signature: _____



St. Stephen Catholic Secondary School
Student Participant Eligibility Screening
Due May 11th, 2012



Student: In order to confirm your eligibility to participate in extra-curricular activities at St. Stephen's you are required to provide evidence of your good standing. Complete the reverse of this form and submit it to the staff advisor or coach prior to try-outs/auditions/start-up of the desired extra-curricular activity. Be sure to plan enough time to meet with your teachers and your vice-principal in order to meet your screening deadline.

Parents/Guardians: All student participation in extra-curricular activities is dependant on the student's current standing. Any student in good standing is eligible to try-out/audition/begin an extra-curricular activity. Students who are not able to or do not provide proof of good standing will not be permitted to participate.

Teachers: Before a student may try-out/audition/begin any extra-curricular activity, they must provide proof of their status as a student in good standing. Your input in determining a participant's eligibility is invaluable. Please complete the information requested: indicating any concerns you may have at this time should result in fewer disappointments later. Our goal is to avoid having to remove a student once the season/activity has begun.

Good Standing: *A student is deemed to be in good standing when she/he:*

- *demonstrates regular, punctual attendance to all classes*
- *is polite and respectful to all staff and other students*
- *completes and submits all assigned work on time and to the best of her/his ability (no specific level of achievement is required)*
- *seeks assistance and attends extra help sessions offered/available when required*
- *serves any assigned detentions or consequences promptly*
- *works co-operatively to uphold the positive reputation of St. Stephen's in the community*
- *has paid all applicable fees and returned any outstanding materials*

Teams, clubs, activities and events can only be successful when all members can be counted on to uphold their responsibility to the group; it is for this reason that this screening process has been put in place.

Staff Supervisor: Ms. Driscoll

Activity: Student Cabinet

STEP 1: Student Commitment

I, _____, understand that my first priority at St. Stephen's is to put forth my best effort in order to be successful in my academic classes. I agree to work to that end and acknowledge that my participation in any extra-curricular activities depends on meeting my academic commitment.

Signature _____ Date _____

STEP 2: Teacher Consultation

Please forward any specific concerns to the teacher supervisor and appropriate v-p by email.

	Teacher Signature	Subject	Good Standing? (Yes/No)
Period 1	_____	_____	_____
Period 2	_____	_____	_____
Period 3/4	_____	_____	_____
Period 5	_____	_____	_____

STEP 3: Parent/Guardian Consultation

I the parent/guardian of _____, in supporting my son/daughter's academic success, recognize that his/her eligibility to participate in extra-curricular activities depends on meeting his/her academic commitment. I understand and support the requirement to maintain a status of "Student in Good Standing".

Signature _____ Date _____

STEP 4: Vice-Principal Decision

Student Commitment..... Teacher Consultation.....
Parent/Guardian Consultation..... Office Clearance (Behaviour/Attendance/Fees/Materials)....

- This student is in Good Standing and is **ELIGIBLE** to participate.
- This student is **not** in Good Standing and is **NOT ELIGIBLE** to participate.

Signature _____ Date _____