

## **St. Stephen's Secondary School Student Council Constitution**

### **Article I: Name**

The name of the organization is the St. Stephen's Student Council

### **Article II: Objectives**

The Student Council of St. Stephen's 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 Council 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 Graduate Affairs (Prom)
Minister of Records	Ministers (2) of Grade 10 Affairs
Minister of Finance	Ministers of Grade 9 (2) Affairs (to be elected in September)
Ministers of Social Affairs (2)	Student Liaison to School Board (previously elected)
Minister of Communications	Senate (prior members of student council – not elected)
Minister of Social Justice & Multiculturalism	
Ministers of Sports and Athletics (2)	
Minister of the Environment	

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 Council. They shall act as moderator(s) and advisor(s). The staff member shall chair all formal meetings.

#### **B: Regulations**

1. All Student Council 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. Be approved by the current Cabinet and staff advisor(s) in an interview prior to the start of campaigning.
- e. Have proof of the support of twenty-five (25) students of the school to be eligible to run for office.
- f. Deliver a speech outlining his/her own goals and qualifications for the position being sought.
- g. Meet all requirements for participation in extra-curricular involvement as outlined in the agenda book.
- h. Be a full-time student.
- i. 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 or face a vote of non-confidence.

**E: Membership and Eligibility**

Each student in the school shall be represented by the Student Council 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 Council 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 Council shall be a liaison between the administration and the students speaking on behalf of students of the school.
2. All Student Council 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 Council.
3. Maintain a binder with all Student Council 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) one or both co-PMs will attend all School Council meetings as the student representative(s);
- j) 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) take and record attendance at all meetings;
- c) accurately record the minutes of each Cabinet meeting and distribute them to all members;
- d) write letters at the request of the co-PMs
- e) keep a file of all correspondence, minutes, agendas and any other information;
- f) contribute personal ideas and opinions whenever appropriate;
- g) be able to read to Council the exact wording of each motion after it has been proposed;

- h) photocopy and distribute copies of the minutes to each member for approval at the start of each meeting;
- i) photocopy and distribute the Agenda to each member at the start of each meeting;
- j) ensure that administration has access to a copy of the minutes of the meetings;
- k) maintain a file of important names, address and phone numbers;
- l) 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 Graduate Affairs Shall:

- a) act as a liaison between Student Council 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) attend all meetings, events and conferences;
- c) promote up-coming events;
- d) maintain a binder for all Cabinet materials (i.e. minutes, agendas);

- e) contribute personal ideas and opinions whenever appropriate.

Student Liaison to School Board Shall:

- a) attend all Student Council and student liaison board meetings;
- b) act as a liaison between the Student Council and school board;
- c) represent the students of St. Stephen's Secondary School at the board level;
- d) attend and run conferences/activities organized at the board level;
- e) replace any member of the Cabinet whose post has been vacated permanently, except for co-Prime Minister positions;
- f) read the reports of any absent Cabinet Ministers;
- g) maintain a binder for all Cabinet materials (i.e. minutes, agendas);
- h) 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 Council 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 by a specified date prior to the election, a petition with the signatures of 25 supporters on it. (If a person signs for more than one person who is seeking the same office, the supporter's signature is eliminated from petitions for the same office, but the candidacy of the office-seeker is not affected unless the elimination of the signature leaves the number of supporters below the number required for candidacy.)
  - b. He/she submits a signed eligibility form with the nomination form.
  - c. He/she is approved by the staff advisor(s) and the members of the current Cabinet in an interview prior to the election.
  - d. He/she submits to the staff advisor(s) a copy of his/her speech for approval by a specified date.
  - e. 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 Council members may 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) 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 caf (Grades 9&10 at one assembly, and Grades 11&12 at another assembly) 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 of Student Council 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, if becomes an amendment to the constitution and will then be enshrined in the St. Stephen's Secondary School Student Council Constitution.

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Kristen Daize  
Co-Prime Minister

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Rebecca Le Messurier-Girling  
Co-Prime Minister

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Ms. M. Driscoll  
Staff Advisor

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Mrs. S. Rush-Jeanes  
Principal

---

Mr. S. Smith  
Vice Principal

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Mme. M. Charette  
Vice Principal

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**St. Stephen's Student Council  
Cabinet Elections  
Nomination Form**

Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current Homeroom (Teacher and room number): \_\_\_\_\_

Position that you are seeking  
Position that you are seeking

€ Co-Prime Ministers : Running mate \_\_\_\_\_

€ Minister of Records

€ Minister of Finance

€ Ministers of Social Affairs : Running mate \_\_\_\_\_

€ Minister of Communications

€ Minister of Social Justice & Multiculturalism

€ Ministers of Sports and Athletics: Running mate \_\_\_\_\_

€ Minister of the Environment

€ Minister of Grade 10 Affairs

€ Minister of Graduate Affairs (Prom)

Qualifications you possess that make you suited for the position:



