

Holy Trinity Catholic Secondary School

Student Cabinet



Constitution

Article 0: Precedence

1. This document shall take precedence over any previous documents, releases and/or procedures that may have pertained to the operation of the student government at Holy Trinity Catholic Secondary School at Courtice, Ontario.

Article I: Name

1. This assembly shall be known as the Holy Trinity Catholic Secondary School Student Cabinet (henceforth, the Student Cabinet).
2. This document shall be cited as *The Holy Trinity Student Cabinet Constitution*.

Article II: Membership

1. All of the Members of the Student Body of Holy Trinity Catholic Secondary School are Members of the Student Cabinet and as such are eligible to run for election to any of the Portfolios set forth in this document, provided additional eligibility requirements also identified in this document are met.
2. The Administration shall collect a Student Cabinet Membership Fee as part of the Student Activity Fees at the time of annual registration and provide the aggregate amount to Student Cabinet as the operating budget for the applicable school year for which the Student Activity Fee was collected.

Article III: Statement of Equity

1. Each Member of the Student Body shall be free from physical, emotional and sexual harassment, as well as from discrimination based on age, race, gender, sexual orientation, religious affiliation, ethnocultural identity, socioeconomic status, mental disability, and/or physical disability.

Article IV: Executive Power

1. The Student Body recognizes the Holy Trinity Catholic Secondary School Student Cabinet (henceforth, the Student Cabinet) as the sole governing and executive body of the Student Cabinet.
2. The Student Cabinet shall act within the definitions and limitations set forth in this document as well as by the Administration and in accordance with applicable federal and provincial acts and statutes in performing its duties.
3. The Student Cabinet may adopt operating procedures that do not contravene the principles of this document or of recognized democratic parliamentary procedures.

Article V: Mandate

1. The Student Cabinet shall enliven the philosophy of Holy Trinity Catholic Secondary School, promoting Catholic service and values by:
 - a) establishing democratic procedures and practices;
 - b) fostering school spirit by sponsoring, organizing and conducting social, recreational and human development events and initiatives;

- c) developing positive interpersonal relationships between Members of the Student Body and with the Administration, Faculty, and Staff;
- d) providing opportunities for experience in citizenship and leadership;
- e) encouraging the participation of Members of the Student Body at all levels of school culture, including government, recreational and service clubs, ministry, the arts, and athletics; and,
- f) recognizing and appreciating the contributions of the Administration, Faculty, and Staff to the Catholic Learning Community.

Article VI: Staff Mentor

1. The Student Cabinet shall operate under the supervision and guidance of one (1) or more member(s) of the Administration and/or Faculty of Holy Trinity Catholic Secondary School.

Article VII: Student Cabinet Portfolios

1. The Student Cabinet shall be composed of the following Portfolios:
 - a) CO-Prime Ministers
 - b) Minister of Communications
 - c) Minister of External Affairs
 - d) Minister of Internal Affairs
 - e) Minister of Revenue and Finance
 - f) Minister of School Culture
 - g) Senior Deputy Ministers and Junior Deputy Ministers
 - h) Grade 12 Premier
 - i) Grade 11 Premier
 - j) Grade 10 Premier
 - k) Grade 9 Premier
 - l) Senior Senators and Junior Senators

2. All Student Cabinet Members are expected to:
 - a) maintain good standing as determined by the Student Code of Conduct;
 - b) maintain an acceptable academic record with no single course mark below fifty percent (50%) during any reporting period;
 - c) represent the Student Cabinet at local, parish, board-wide, provincial, and national events, where appropriate;
 - d) attend Student Cabinet Meetings; and,
 - e) assist in planning, organizing and running all Student Cabinet events and initiatives.

3. Each Student Cabinet Member is responsible for his/her Portfolio as follows:
 - a) The Co-Prime Ministers shall:
 - (i) prepare, in consultation with Cabinet Members, Staff Mentor(s) and/or the Administration, an annual plan of Student Cabinet events and initiatives for the applicable school year;
 - (ii) prepare, in consultation with the Staff Mentor(s), the agenda for each Student Cabinet Meeting;
 - (iii) chair Student Cabinet Meetings;

- (iv) maintain an active liaison with the Administration; and,
 - (v) meet with Staff Mentors the day prior to Cabinet Meetings to discuss the agenda and progress of any planned events.
- b) The Minister of Communications shall:
- (i) prepare and facilitate morning announcements
 - (ii) produce information displays, posters, and announcements for Student Cabinet events and initiatives.
- c) The Minister of External Affairs shall:
- (i) deliver communications to the Student Cabinet from Student Liaison Committee meetings;
 - (ii) actively participate in the Student Trustee's Liaison Committee; and,
 - (iii) actively participate in the Catholic School Community Parent Council monthly meetings.
- d) The Minister of Internal Affairs shall:
- (i) record the minutes of Student Cabinet Meetings; and,
 - (ii) prepare and distribute the minutes of each Student Cabinet Meeting to the Cabinet Media group, and distribute to the Staff Mentor(s) and the Administration.
- e) The Minister of Revenue and Finance shall:
- (i) maintain an active liaison with the Administrative Secretary and keep an accurate electronic record of Student Cabinet funds;
 - (ii) prepare a report to the Student Cabinet outlining the current and pending expenditures and revenues and the overall balance of Student Cabinet funds at least as frequently as once a month;
 - (iii) prepare and maintain an accurate electronic record of Student Cabinet inventoried assets; and,
- f) The Minister of School Culture shall:
- (i) lead the planning of Student Cabinet events and initiatives; and,
 - (ii) maintain planning notes on Student Cabinet events and initiatives; and,
- g) The Senior Deputy Ministers (maximum 3) and Junior Deputy Ministers (maximum 3) shall:
- (i) assist Ministers in the execution of their Portfolio responsibilities;
 - (ii) maintain an active liaison with the Social Justice Committee, Trinity Earth, arts, athletics, and other school clubs or groups as *ex officio* members; and,
 - (iii) actively participate in school and Board committees where student involvement is encouraged.
- h) The Grade 12 Premier shall:
- (i) represent Grade 12 Members of the Student Body in Student Cabinet Meetings;
 - (ii) make appropriate announcements to Grade 12 Homerooms when necessary; and,

- i) The Grade 11 Premier shall:
 - (i) represent Grade 11 Members of the Student Body in Student Cabinet Meetings;
 - (ii) make appropriate announcements to Grade 11 Homerooms when necessary;
 - and,
 - j) The Grade 10 Premier shall:
 - (i) represent Grade 10 Members of the Student Body in Student Cabinet Meetings;
 - (ii) make appropriate announcements to Grade 10 Homerooms when necessary; and,
 - k) The Grade 9 Premier shall:
 - (i) represent Grade 9 Members of the Student Body in Student Cabinet Meetings;
 - and,
 - (ii) make appropriate announcements to Grade 9 Homerooms when necessary.
4. The term of any Portfolio lasts until the next Transfer of Power occurs.

Article VIII: Senators

1. In addition to the Portfolios provided by Article VII section 1 the Co-Prime Ministers shall appoint, in consultation with the Administration, Staff Mentor(s) and Deputy Prime Minister, a maximum of six(6) Members of the Student Body to each hold the Portfolio of Senator, subject to the following requirements:
 - a) the appointee must be a Grade 10, Grade 11 or Grade 12 Member of the Student Body in the applicable school year;
 - b) the appointee must have served for a minimum of one (1) term on Student Cabinet; and,
 - c) the appointee must have demonstrated an outstanding commitment of service to the school community.
2. The role of the Senator is to provide support, direction, and advice to the Student Cabinet on its events and initiatives.
3. The Portfolio of Senator shall be a non-voting Portfolio on Student Cabinet. Nevertheless, all of the expectations outlined in Article VII section 2 apply to each of the Student Cabinet Members holding this Portfolio.

Article IX: General Elections

1. *Nomination:*
 - a) The nomination period shall open no earlier than 01 May and close no later than 15 May of each school year.
 - b) Any Member of the Student Body may complete and submit a nomination form for him/herself provided the Member of the Student Body:
 - (i) is in good standing as determined by the Student Code of Conduct;
 - (ii) is able to obtain the signatures of ten (10) other Members of the Student Body who will act as Nominators;

- (iii) is able to obtain the signatures of two (2) Administration or Faculty members who support his/her nomination;
 - (iv) agrees to abide by the rules for General Elections that are set forth in this document; and,
 - (v) attend a formal interview with Staff Mentors to review qualifications as a nominee.
- c) In addition to the eligibility requirements outlined in subsection b) of the current section, if the Member of the Student Body is nominated for the Portfolio of Grade Premier he/she must be a student in that grade in the applicable school year.
 - d) Members of the Student Body must understand that a Student Cabinet Portfolio is a responsibility that demands a great amount of time. It is therefore strongly advised that any Member of the Student Body considering a nomination have achieved a minimum average of at least sixty-five percent (65%) with no single course mark below fifty percent (50%) in the most recent reporting period.
 - e) Members of the Student Body may only be nominated for one (1) Portfolio.
 - f) The Staff Mentors shall meet at the close of the nomination period to determine if the eligibility requirements of each nominated Member of the Student Body have been met. Those Members of the Student Body who meet the eligibility requirements will be placed on the Official List of Nominations, subject to Administration approval.
 - g) The Administration shall give final approval of the Official List of Nominations.
 - h) Once the Administration has approved the Official List of Nominations, the Members of the Student Body on this list shall be notified by the Staff Mentor(s) that they will be Official Candidates in the General Elections and appropriate announcements may be made.
 - i) The decision of the Administration to remove any Member of the Student Body from the Official List of Nominations is final.
 - j) In the case that only one (1) Member of the Student Body remains on the Official List of Nominations for any one (1) Portfolio, that Member of the Student Body shall be acclaimed, with full voting privileges, to that Portfolio.
 - k) The nominee must be free of any significant disciplinary action in the current school year.
 - l) The nominee must have/maintain an exemplary attendance record.
2. *Campaign:*
- a) The General Elections campaign period must run for a maximum of ten (10) school days prior to Election Day.
 - b) Official Candidates are permitted to affix campaign posters to the walls in hallways and the cafeteria, but not in instructional areas, stairwells, office areas, staff areas, the Chapel, and the Library Resource Centre. Posters must be removed by the Official Candidate and/or his/her representative(s) prior to Election Day.
 - c) Official Candidates are permitted to distribute campaign pamphlets and/or other materials to Members of the Student Body in the hallways, stairwells and the cafeteria, but not in instructional areas, office areas, staff areas, the Chapel, and the Library Resource Centre. Pamphlets and/or other materials must not be distributed on Election Day.
 - d) Members of the Student Body who wish to produce and/or distribute campaign posters, pamphlets and/or other materials on behalf of an Official Candidate must

have obtained the written permission of the Official Candidate before proceeding to do so.

- e) Campaign posters, pamphlets and/or other materials must not be affixed to or be placed in lockers.
- f) Campaign posters, pamphlets and other materials must not attack or in any way portray any Official Candidate in a negative or hurtful manner.
- g) All campaign posters, pamphlets and other materials must be approved by the Staff Mentor(s) or the Administration before they may be used by an Official Candidate. The decision to disallow the use of any campaign poster, pamphlet or other material by the Staff Mentor(s) or the Administration is final.
- h) Members of the Student Body may be called to a General Elections Assembly to hear speeches from the Official Candidates, at the discretion of the Administration, no later than the day before Election Day.
- i) Official Candidates are required to have their speeches prepared in advance of the General Elections Assembly. Speeches must be approved by the Staff Mentor(s) or the Administration no later than the day before the General Elections Assembly is to take place.
- j) If during the General Elections Assembly an Official Candidate's speech differs greatly from his/her pre-approved speech the Official Candidate will not be allowed to continue with his/her speech, and additional action, including the removal of the Official Candidate from the Official General Elections Ballot, may be taken.
- k) Only Official Candidates may present speeches at the General Elections Assembly.

3. *Election Day*

- a) Election Day shall occur on or before 31 May of each school year.
- b) Each Member of the Student Body may cast one (1) Official General Elections Ballot indicating his/her choice of one (1) of the Official Candidates in each Portfolio, except for:
 - (i) Grade 9 Members of the Student Body who may not vote for Official Candidates running for the Portfolios of Grade 11 Premier and Grade 12 Premier;
 - (ii) Grade 10 Members of the Student Body who may not vote for Official Candidates running for the Portfolios of Grade 10 Premier and Grade 12 Premier;
 - (iii) Grade 11 Members of the Student Body who may not vote for Official Candidates running for the Portfolios of Grade 10 Premier and Grade 11 Premier; and,
 - (iv) Grade 12 Members of the Student Body who may not vote for the Official Candidates for the Portfolios of Grade 10 Premier, Grade 11 Premier and Grade 12 Premier.
- c) Members of the Student Body who know they will be absent on Election Day may cast one (1) Official General Elections Ballot under the supervision of the Staff Mentor(s) and/or the Administration prior to Election Day.
- d) Members of the Student Body who are absent on Election Day will not have the opportunity to cast an Official General Elections Ballot. Proxy voting shall not be permitted.
- e) Official General Elections Ballots will be counted by a General Elections Committee composed of current Student Cabinet Members who are not Official Candidates in the

- current General Elections and/or other Members of the Student Body appointed by the Staff Mentor(s) and/or the Administration.
- f) The General Elections Committee shall be supervised by the Staff Mentor(s) and/or the Administration.
 - g) The General Elections Committee will deem Official General Elections Ballots cast as “valid” if it bears a marking consistent with the expectations for an Official General Elections Ballot cast for any one (1) of the Official Candidates for any one (1) Portfolio.
 - h) The General Elections Committee will deem Official General Elections Ballots cast as “rejected” for any one (1) of the following reasons:
 - (i) the Official General Elections Ballot cast has words and/or numbers and/or pictures and/or other markings not consistent with the expectations for an Official General Elections Ballot cast for any one (1) of the Official Candidates for any one (1) Portfolio; or,
 - (ii) the Official General Elections Ballot cast indicates more than one (1) Official Candidate for any one (1) Portfolio. The Official General Elections Ballot may, however, be deemed “valid” for other Portfolios.
 - i) The General Elections Committee will deem Official General Elections Ballots cast as “blank” if it bears no marking consistent with the expectations for an Official General Elections Ballot cast for any one (1) of the Official Candidates for any one (1) Portfolio. The Official General Elections Ballot may, however, be deemed “valid” for other Portfolios.
 - j) Election of an Official Candidate to a Portfolio shall be by a plurality of Official General Elections Ballots cast.
 - k) The results of the General Elections shall be certified by the Administration, and appropriate announcements shall be made.
 - l) A result may be contested by an Official Candidate through the Administration. The Administration reserves the right to refuse to hear any complaint from an unruly or disrespectful Official Candidate.

4. *Transfer of Power*

- a) The Transfer of Power shall include, but is not limited to:
 - (i) the remittance of the Student Cabinet Office keys by the Outgoing Co-Prime Minister to the Staff Mentor(s);
 - (ii) the remittance of the Student Cabinet financial records by the Outgoing Minister of Revenue and Finance to the Staff Mentor(s); and,
 - (iii) the remittance of all documentation received and/or produced by Student Cabinet over the past year by the Outgoing Ministers of External and Internal Affairs to the Staff Mentor(s).
- b) The Staff Mentor(s) and/or the Administration shall meet with the Incoming Co-Prime Ministers to provide support in the Transfer of Power and to determine a mutually convenient meeting time to begin developing the Student Cabinet Annual Plan.
- c) The Incoming Student Cabinet shall be introduced to the Student Body as soon as possible after the General Elections results have been certified and announced.

Article X: Special Elections

1. Special Elections shall be held such that they parallel General Elections procedures and expectations outlined in Article IX sections 1 through 3, except that:
 - a) only Portfolios which become or remain vacant after the General Elections shall be open for nominations;
 - b) nominations shall open on the Thursday of the first week of school in September and close on the subsequent Wednesday;
 - c) Special Elections Day shall occur on or before 10 October; and,
 - d) the Special Elections Committee shall be composed of current Student Cabinet Members.

Article XI: Grade 9 Premier

1. The Portfolio of Grade 9 Premier shall remain vacant until Special Elections.
2. Only Grade 9 Members of the Student Body may be nominated to the Portfolio of Grade 9 Premier in a manner parallel to that outlined in Article IX section 1, except that under subsection b), eligibility requirement (ii) is waived.
3. Only Grade 9 Members of the Student Body may vote for Official Candidates running for the Portfolio of Grade 9 Premier.

Article XII: Vacancies

1. If any Portfolio becomes or remains vacant after the General Elections it shall remain vacant until the Special Elections.
2. If a Portfolio becomes or remains vacant after the Special Elections the Co-Prime Ministers, in conjunction with the Staff Mentor(s) shall recommend to the Student Cabinet one of the following remedies:
 - a) a current Student Cabinet Member be appointed to the vacant Portfolio in addition to his/her current Portfolio; or,
 - b) begin an application process open to Members of the Student Body who meet the eligibility requirements outlined in Article IX section 1 subsection b).
3. The majority of Student Cabinet Members must agree on the recommendation of the Co-Prime Ministers.
4. Where an elected Student Cabinet Member has been appointed to an additional Portfolio to fill a vacancy he/she retains only one vote in the Student Cabinet.
5. Any Portfolio filled by application shall be a non-voting Portfolio on Student Cabinet.

Article XIII: Referenda

1. The Student Cabinet may, from time to time, seek the opinion of the Student Body by means of a Referendum. The Referendum may be either binding or non-binding.

2. The Referendum Question must be clear and concise and be approved by the Administration before a Referendum may be called.
3. The Referendum Question must be made known to the Student Body at the time the Referendum is called.
4. Both supporters and opponents of the Referendum Question are permitted to campaign for a period that may begin no sooner than five (5) school days prior to Referendum Day.
5. Referendum campaigns shall parallel the procedures and expectations outlined in Article IX section 2.
6. Referendum Day shall parallel the procedures and expectations outlined in Article IX section 3, except that the Referendum Ballots will be counted by the Referendum Committee which shall be composed of Members of the Student Body appointed by the Staff Mentor(s) and/or the Administration.
7. Unless otherwise indicated at the calling of the Referendum, the Referendum Question shall be answered by a majority of the Referendum Ballots cast.

Article XIV: Impeachment

1. The removal of a Student Cabinet Member by means of impeachment is a drastic action to be undertaken, and Student Cabinet Members, Staff Mentor(s) and the Administration are encouraged to work together to ensure that impeachment is only used in the most serious of situations.
2. If at any time a Student Cabinet Member fails to acknowledge and maintain the expectations and/or responsibilities outlined in Article VII section(s) 2 and/or 3, that Member may be impeached from his/her Portfolio on Student Cabinet by the following procedure:
 - a) By a simple majority vote of the Student Cabinet, the Student Cabinet Member shall be warned that he/she is in breach of Article VII section(s) 2 and/or 3 of this document and that immediate action must be taken by the Student Cabinet Member to remedy the situation. This portion of the procedure is called censure.
 - b) If the Student Cabinet Member does not take action to fall within Article VII section(s) 2 and/or 3 within a reasonable time period, the Student Cabinet, by a two-thirds majority vote, may remove the Student Cabinet Member from his/her Portfolio. This portion of the procedure completes the impeachment.
3. Any Cabinet Member incurring significant difficulties or no longer in good standing will attend a meeting with Staff Mentors and be subject to immediate removal from their portfolio.

Article XV: Student Cabinet Meetings

1. Student Cabinet is compelled to meet at least two (2) times per calendar month during the school year to plan, organize and evaluate Student Cabinet events and initiatives, and to

propose, debate and implement Student Cabinet procedures, including amendments to this document.

2. Student Cabinet Meetings shall occur only under the supervision and guidance of at least one (1) of the Staff Mentor(s) or the Administration.
3. Quorum for Student Cabinet Meetings shall be defined as half of the voting Portfolios plus one additional voting Portfolio in attendance.
4. A Student Cabinet Meeting shall not proceed until quorum has been reached.
5. If at any time during a Student Cabinet Meeting the attendance falls below quorum the Meeting shall be suspended and the remaining agenda items tabled until such time as a quorum can be attained or until the next regularly scheduled Meeting of the Student Cabinet, whichever comes first.
6. Student Cabinet Meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised (RONR)* except where they are inconsistent with the expectations and procedures outlined in this document. A copy of *RONR* will be provided to the Prime Minister and to the Deputy Prime Minister.

Article XVI: Amendments

1. Any Member of the Student Body may propose an amendment to this document, provided that the proposed amendment is supported with the names and signatures of at least fifteen percent (15%) of the Student Body.
2. Any Student Cabinet Member may propose an amendment to this document.
3. The proposed amendment and supporting documentation must be submitted in writing to the Minister of Internal Affairs, who shall present the proposed amendment at the next regularly scheduled Student Cabinet Meeting.
4. Student Cabinet Members are compelled to debate the proposed amendment during the regularly scheduled Student Cabinet Meeting at which the proposed amendment has been presented.
5. By a two-thirds majority vote the Student Cabinet may decide to either:
 - a) accept the proposed amendment;
 - b) revise the proposed amendment and accept the revised amendment;
 - c) refer the proposed amendment to a Constitution Committee; or,
 - d) reject the proposed amendment.
6. Where several amendments and/or revisions to the current version of this document are sought, a Constitution Committee must be struck. This Committee may include both Student Cabinet Members and Members of the Student Body, along with the Staff Mentor(s) and/or the Administration. The Minister of Internal Affairs will receive the

written recommendations of the Constitution Committee and present them at the next regularly scheduled Student Cabinet Meeting for debate and vote.

7. Amendments that are accepted become part of this document and replace any current Article, section and/or subsection effective at the subsequent round of General Elections.

Article XVII: Ratification

The Holy Trinity Student Cabinet Constitution enacted the _____ day of _____, in the year of our Lord two thousand and _____, at Courtice, Ontario, Canada.

Cp-Prime Minister

Co-Prime Minister

Minister of External Affairs

Minister of Internal Affairs

Minister of Revenue and Finance

Minister of School Culture

Grade 12 Premier

Grade 11 Premier

Grade 10 Premier

Grade 9 Premier

Deput Minister

Deputy Minister

Deputy Minister

Deputy Ministerl

Deputy Minister

Deputy Minister

Minister of Communicatiuons (1)

Minister of Communicatiuons (2)

Principal

Vice Principal

Vice Principal