



CATHEDRAL HIGH SCHOOL  
*STUDENT COUNCIL*  
*CONSTITUTION*

***REVISED MARCH 2021***

*Please make note that some Student Council position duties in this document will not be applicable until large group gathering restrictions have been lifted.*

**SECTION I: Name**

The name of this organization shall be: THE CATHEDRAL HIGH SCHOOL STUDENT COUNCIL

**SECTION II: Purpose**

The purpose of this Council is to represent the student body of Cathedral High School; to initiate and co-ordinate all extra-curricular activities; to act responsibly in the handling of all financial affairs; to act in a manner that reflects the spiritual aspects of our school.

As elected representatives of the student bodies, they are responsible for their representation in any community event that involves the Student Council. It is also to awaken in those elected students a sense of responsibility for the success or failure of their actions and to take action in a mature and serious manner. All actions proposed or effected by the Student Council are subject to the approval of the Principal.

**SECTION III: Structure**

Those individuals elected to the Student Council will sit as members of the Student Executive. For the 2020/2021 school year, this student council will function through 11 executives:

1. President
2. Vice-President
3. Executive Officer
4. Spiritual Representative
5. Publicity Representative
6. Community Representative
7. Tech Representative
8. Athletics and Wellness Representative
9. Senior Representative
10. Junior Representative
11. Grade 9 Representative

## **SECTION IV: REQUIREMENTS TO BE ELIGIBLE FOR STUDENT COUNCIL POSITIONS**

### **Academic eligibility for Student Council members:**

Because membership in the Student Council is a year-long commitment and requires significant involvement, candidates must meet the following requirements:

- Candidates for any office must have maintained an average of 75%-80% (depending on position), without any failures. The required percentage shall be calculated using an average of the first semester final marks and the second semester mid-term marks. It is expected that the successful candidate maintain his/ her academic standing while in office.

The School Administration reserves the right to remove from office a member who has not fulfilled his or her duties or has engaged in unethical behaviour (see CHS Code of Student Behaviour/ Ontario Safe Schools Code of Conduct) causing damage to the reputation of the Student Council and/ or Cathedral High School or is experiencing significant academic difficulty as a result of their Council commitments.

This can include members of the Student Council who hold outside of school events that negatively reflect the reputation of the Student Council and/ or Cathedral High School or hinders the efforts of the Cathedral Student Student Council. All elected and appointed positions on Council **MUST** be approved by the School Administration before they commence their term on Council.

### **President :**

- At least one full year in attendance at Cathedral
- successful completion of current year's credits
- must have twenty-four (24) credits at end of current academic year
- must be in grade 11 entering grade 12
- cannot be entering fifth year of high school
- must win majority of votes
- must have at least one year experience on Student Council or another leadership role (Gael Guides, Team captain, Club leader)
- Students with a leadership role outside of Student Council must include a letter of reference from their coach/advisor.
- must currently **have and maintain an 80%** average throughout the school year
- may have to attend an interview with a vice-principal

**Vice President:**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have sixteen (16) credits at end of current academic year
- must win majority of votes
- must **have and maintain an 80%** average throughout the school year
- may have to attend an interview with a vice-principal

**Executive Officer**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have 16 credits at end of current academic year
- must win majority of votes
- must **have and maintain** a 75% average throughout the school year

**Publicity Representative:**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of 16 credits at end of current academic year
- must win majority of votes
- must **have and maintain** a 75% average throughout the school year

**Athletics & Wellness Representative:**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of 16 credits at end of current academic year
- must win majority of votes
- must **have and maintain** a 75% average throughout the school year

**Senior Representative:**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of 16 credits at end of current academic year
- must win majority of votes
- must **have and maintain** a 75% average throughout the school year

**Grade 9 Representative:**

- must win a majority of votes

**Junior Representative:**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of 8 credits at the end of the academic year
- must win majority of votes
- must **have and maintain** a 75% average throughout the school year

**Community Representative:**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of 8 credits at end of current academic year
- must win majority of votes
- must **have and maintain** a 75% average throughout the school year

**Spiritual Representative:**

- ***The nominees for this position will be approved by the Chaplain, Student Council Advisors and Vice Principal(s)***
- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of 8 credits at end of current academic year
- nominated candidates must be **approved by the chaplain**
- must **have and maintain** a 75% average throughout the school year

**Tech Representative**

- one full year in attendance at Cathedral
- successful completion of year's credits
- must have a minimum of (16) credits at the end of the school year
- recommended to be part of the CHS Stage Crew
- recommended to have a minimum of (1) communication technology (TGJ 2/3/4) or photography (TGP3/4M) course
- must **have and maintain** a 75% average throughout the school year

**SECTION V: DUTIES OF ALL STUDENT COUNCIL MEMBERS**

- a) The Student Council shall carry out its purpose as outlined in Section II and shall assume the power to do this.
- b) The Student Council is responsible to the student body, the School Board and the Principals/Vice-Principals and staff advisors for each and every action it takes.
- c) The Student Council may not engage in any financial transaction that will leave its successors in any way burdened or in a transaction that will exceed its term in office.
- d) All financial procedures will be determined by a majority of the elected members.
- e) After the new Student Council has been elected, the old and new Council will have a meeting to explain their counterparts, the responsibilities and duties of each position.
- f) Any motion may be overruled by staff advisors or administration.
- g) All members are expected to attend all events run by student council. They are also expected to stay for the duration of the event. Exceptional Circumstances: If a student council member cannot attend an event, or must leave early for an event, they must notify a teacher advisor well before the event is to take place.
- h) All members of the student council are required to attend meetings as called (weekly meetings, held each Monday). Any student council member who misses 3 council meetings will be required to attend an interview with a vice-principal to explain their absence. The president is also required to attend all president's council meetings as called. Exceptional Circumstances: If a student council member cannot attend, they must notify the Executive Officer and President

## **DUTIES OF SPECIFIC STUDENT COUNCIL MEMBERS**

- President:**
- a) to be head executive
  - b) to democratically designate specific duties to those who can best undertake them
  - c) to be responsible for establishing and maintaining a document outlining the roles of the executives
  - d) to be responsible for informing the administration of all activities, and to seek approval for carrying them out
  - e) to evaluate, in writing, activities of the year, and pass them on to the incoming president
  - f) to be responsible for representation in the Catholic High School President's Council and on the Hamilton city-wide President's Council
  - g) must be present at all meetings of the Student Council
  - h) must represent the student body in all events
  - i) Prepare agenda and submit to secretary each Thursday

**Vice President:**

- a) to become president in case of the president's absence or departure
- b) to work in co-operation with the president
- c) to be responsible for the organization of assemblies, particularly the Year End Assembly

**Executive Officer:**

- a) to maintain records of all financial matters related to the council
- b) to present an up-to-date report of the weekly balance of the council account
- c) to maintain all records of the council's activities
- d) to prepare and distribute minutes of the meetings
- e) to deliver minutes and agendas to administration
- f) to take attendance at all Student Council meetings
- g) post minutes from each meeting
- h) remind student council members of their assigned jobs and their respective due dates

**Spiritual Representative:**

- a) to be actively involved in fundraising, presentations in and out of the school, aiding the poor, and peer counselling
- b) to be responsible for reporting the fundraising and spiritual activities of the chaplain to the student council, and to ask for the input of the council in these areas, to ask the administration and the student council for recommendations with respect to the spiritual growth of the school

- c) to be responsible for the formation and maintenance of a chaplaincy team that will assist in fundraising, preparing for masses, paraliturgies, and out of school services for the sick, the needy, the poor, the Church and other Catholic groups in need, as well as those charities recommended by the chaplain and administration
- d) begin each school event with a prayer
- e) end each day in prayer over the school PA system
- f) say the morning prayer on CHSTV News when assigned by the Chaplain

**Publicity Representative:**

- a) to publicize all student council events to the student body
- b) to publicize community/school events by creating messages for the electronic outdoor signs and indoor electronic message boards

**Tech Rep**

- a) to be actively involved in promoting student council through photographing and filming events and activities
- b) to be responsible for the preparation and implementation of commercials for student council in conjunction with the Communication Technology department
- c) uploading commercials/videos to the student council social media accounts
- e) have videos created and submitted to CHSTV News at least one day prior to their air date.
- f) Working closely with the stage crew to co-ordinate needs of student council with the needs of the stage crew (for assemblies/masses)
- g) to assist senior members of council when requested

**Athletics & Wellness Representative:**

- a) to promote healthy living and active lifestyle choices to the student body
- b) to assist the Co-Instructional Department when requested



**Senior Representative:**

- a) to represent the senior grades and publicize events to the senior grades
- b) to assist the vice-president and other Council members when requested
- c) Responsible for maintaining messages to the student body with the appropriate use of the Student council Facebook and Twitter accounts.
- d) to publicize community/school events on the outdoor sign
- e) to publicize messages on the electronic message boards

**Junior Representative:**

- a) to represent the grade 9 and 10 classes and publicize events to them
- b) to assist the senior members of council when requested
- c) to assist the Publicity Representative in sign making and publicity
- d) Update the board outside student council office weekly

**Grade 9 Representative:**

- a) to represent the grade 9 class and publicize events to them
- b) to assist the senior members of council when requested
- c) to work closely with the Gael Guides and the events they run for grade 9 students

**Community Representative:**

- a) is the student council representative at various club meetings , particularly the Cathedral Parent Council, the Health Action Team and the Gael Guides.
- b) to communicate the various club's initiatives and events to the student council
- c) to work with other student council members to achieve student council goals

**Teacher Advisors:**

- a) Attend weekly council meetings
- b) Notify vice principals of dates of dances
- c) Provide input at meetings. (They have the authority to override any decision made by the student council.)
- d) Responsible for maintaining control at meetings; dealing with any member of student council who has unexplained absences, etc.

**SECTION VI: Electorate**

- a) all students registered at Cathedral High School in grades 9 through 13, including students who have chosen online learning.
- b) only those grades 11 and 12 shall vote for Senior Representative
- c) only those currently in grade 10 shall vote for Junior Representative
- e) only those currently in grade 9 shall vote for Grade 9 Representative

**SECTION VII: Elections**

- a) A special video presentation on CHSTV will be held so that each candidate will present speeches.
- b) parts of the constitution will be read at that same time
- c) elections will be run by unaffected scrutineers
- d) all candidates running for election must meet all criteria and be aware of specific timelines for nominations and the election process

**SECTION VII: Request/Requirement of Resignation**

- a) a student council member will be requested or required to resign (after an interview with a vice-principal) if their conduct is deemed unbecoming of a student council member or due to a neglect of duty or conduct unbecoming a student council representative
- b) a resigned council member may be replaced as soon as possible using the following procedure:
  - i) a nomination form will be completed
  - ii) an interview will be held with a vice-principal / advisors
  - iii) an interview will be held with the current members of student council
  - iv) a final decision will be made by the teacher advisors and the Vice Principal(s)