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# *Brighton High School*

## *Cardinal Council Constitution*

Revised Spring 2008

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### *PREAMBLE*

We the students and staff of Brighton High School are committed to the principle of student government and acknowledge the value of granting students considerable autonomy in the governance of their affairs as means by which strong character is developed and nurtured.

Student government promotes leadership, self-confidence, and self-reliance. It is a privilege, not a right, and teaches students important lessons regarding the proper balance of freedom, privilege, and responsibility.

### *ARTICLE ONE*

#### NAME AND PURPOSE

This organization shall be known as the Cardinal Council of Brighton High School.

The purpose of the Cardinal Council shall be:

- to serve as a liaison between the student body and the school administration, providing a means for student statement in school affairs;
- to serve as leaders for the student body, sponsoring and organizing social activities and school and community service projects;
- to serve as role models and ambassadors to the community-at-large, representing the highest standards of conduct and character.

### *ARTICLE TWO*

#### MEMBERSHIP

The Cardinal Council shall consist of an Executive Committee, which shall include the following elected members:

Cardinal Council President  
Cardinal Council Vice-President  
Cardinal Council Secretary  
Cardinal Council Treasurer  
Cardinal Council Historian

Class Officers shall consist of the following elected members:

Class President  
Class Vice-President  
Class Secretary  
Class Treasurer

### *ARTICLE THREE*

#### ELECTIONS

The Executive President, Vice President, Secretary, Treasurer, and Historian shall be elected by the student body. Candidates may seek election through self nomination. Nominations are achieved by petition, elections will be conducted by secret ballot and candidates must receive a majority of the votes cast in order to win the election. Run-off elections between the candidates with identical vote counts will be conducted, again a candidate must receive a majority of the votes cast in order to win the run-off election.

The Class Officers shall be elected by their respective classes. Candidates must be nominated to run for office, nominations are achieved via petition. Elections will be conducted by secret ballot and a candidate must receive a majority of the vote in order to win the election. Run-off elections between the candidates with identical vote counts will be conducted, again a candidate must receive a majority of the votes cast in order to win the run-off election.

In the event that a Cardinal Council officer resigns or is removed from office, the officer will be replaced in a manner according to the proper chain of command. The officer leaving the office will be ineligible to run again in the future. In the case of a President (Executive Council or Class Council) being replaced, the Vice President shall take office, allowing the remaining officers to rise in chain of command accordingly. A cabinet member, elected by majority vote of the entire cabinet will thereby take the lowest ranking officer's place and the first alternate cabinet member will become part of the permanent cabinet.

### *ARTICLE FOUR*

#### APPOINTMENTS

The Executive Committee shall solicit nominations from the Student Body for Cardinal Council Cabinet Members and shall then appoint six Cardinal Cabinet Members in consultation with the Cardinal Council Advisor(s). Each class shall designate one of these six cabinet members as having voting responsibilities (voting cabinet member will vote based upon a consensus of the remaining cabinet members), in addition up to two alternate cabinet members per class will be chosen by the advisor(s) (thus a total of 8 cabinet members).

### *ARTICLE FIVE*

#### JUDICIAL BOARD REMOVAL FROM CARDINAL COUNCIL

Cardinal Council members who miss three meetings (excused or unexcused) during a semester will be referred to the Cardinal Council Judiciary Board. The Judiciary Board shall consist of all class vice presidents as well as the executive vice president and the advisor(s). The Judiciary Board will meet with the student to hear facts regarding the missed meetings.

The advisor(s) shall also have the authority to remove a member for behavior that tarnishes the reputation of the organization or the school community or whose actions fail to support, benefit or contribute positively to the Cardinal Council whole. Removal may also occur with failure to perform duties and failure to participate in service projects.

## ARTICLE SIX

### ADVISOR(S)

The Cardinal Council Advisor(s) shall be appointed by the Principal and shall be a teaching member of the faculty. In egregious circumstances, the advisor(s) shall have the authority to annul any Cardinal Council decision, Constitutional Amendment, or Bylaw Amendment that is potentially damaging to school order or the school community.

The Advisor(s) shall organize and supervise Cardinal Council Officer Elections and Cardinal Council Cabinet Member appointments.

## ARTICLE SEVEN

### AMENDMENTS

A Constitutional Amendment may be proposed by a two-thirds vote of the Cardinal Council or by a student petition signed by 25 percent of the Student Body. Once proposed, the Amendment will be voted upon by the Student Body and must receive 51 percent of the votes cast to pass.

A Bylaw Amendment may be proposed by any Cardinal Council member and must receive two-thirds of the votes cast by the Cardinal Council to pass.

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# Cardinal Council Bylaws

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## SECTION ONE

### EXECUTIVE OFFICER DUTIES

The Cardinal Council Executive President shall preside at all Cardinal Council meetings, represent the Cardinal Council in dealings with the administration, and appoint committees, committee chairs, and project chairs as necessary and appropriate. The Executive President shall have the authority to request a meeting with the Principal to address important student concerns and shall chair at least one project per semester.

The Cardinal Council Executive Vice President shall assume the President's duties in the President's absence and shall chair at least one project per semester. The Vice President shall also be responsible for collaboratively working with the Executive Secretary to calculate, tally and monitor merits earned by council members.

The Cardinal Council Executive Secretary shall be responsible for keeping minutes at all meetings, for distributing minutes to the Principal, Assistant Principals, and the Cardinal Council Advisor(s) for posting on the Cardinal Council bulletin board and web page. The Secretary shall be responsible for working collaboratively with the advisor(s) to maintain the Cardinal Council calendar. The calendar will be distributed monthly to all council members, posted on the bulletin board, and web page. Also the Executive Secretary is responsible for, in collaboration with the Executive Vice-President, collecting, tallying and monitoring class rosters and merits earned by council members.

The Cardinal Council Executive Treasurer shall be responsible for collecting dues if any, collecting funds from fundraiser endeavors, and maintaining accurate and timely financial records for this organization in consultation with the school bookkeeper. The Treasurer shall supervise all Cardinal Council fundraisers and be prepared to report on the financial status of the council at each Cardinal Council meeting.

The Cardinal Council Executive Historian shall be responsible for planning and organizing a comprehensive school and community service program for the Cardinal Council. The Historian ensures that the Cardinal Council sponsors at least two school or community service projects per semester. Further, the Historian will keep records of these endeavors and their performance through statistical documentation and pictorial albums in which pictures, newspaper clippings, etc., may be pasted or mounted for reference and historical evidence.

## CLASS OFFICER DUTIES

The Class Presidents shall preside at meetings of their respective classes and shall report to their classes on Cardinal Council activities. The Class President shall appoint committee chairs, and project chairs upon the direction of the Executive President. The President shall have the authority to request a meeting with the advisor(s) to address important student concerns and shall chair or co-chair at least one project per semester.

The Class Vice Presidents shall preside in the President's absence. The Class Vice President shall assume the President's duties in the President's absence and shall chair or co-chair at least one project per semester. The Class Vice President shall also be responsible for collaboratively working with the Class Secretary to calculate, tally and submit merits earned by council members to the Executive Secretary.

The Class Secretary shall be responsible for recording minutes at class council meetings, submitting said minutes to the class sponsor for approval, and filing those minutes after approval. The Class Secretary shall also be responsible for reviewing the Cardinal Council calendar at each class council meeting. Also the Secretary is responsible for, in collaboration with the Vice-President, collecting, tallying and monitoring class rosters and merits earned by council members.

The Class Treasurer shall be responsible for collecting dues if any, collecting funds from fundraiser endeavors and forwarding said dues to the Executive Treasurer. Maintaining accurate financial records for funds collection and chain of custody for the transfer of funds to the Executive Treasurer.

## *SECTION TWO*

### CARDINAL COUNCIL MEMBERS

The Cardinal Council members, officers and representatives, shall represent their electorates and the school community to the best of their abilities at meetings and in dealings with the faculty, administration, and the Brighton community. They shall attend regular schedule meetings, and participate in Cardinal Council activities. They shall engage in no behavior that would tarnish the reputation of this organization or of the school while on campus, in the surrounding community, or on a school sponsored trip.

## *SECTION THREE*

### MEETINGS

The Cardinal Council shall meet once every other week as decided by executive council at the beginning of each school year and on any extraordinary occasions (as called by the Cardinal Council Executive President or Advisor(s)).

The class council shall meet one per month as directed by the executive council, and on any extraordinary occasions as called by the Class President, the advisor(s), or the class sponsor.

Any Cardinal Council member who is absent from three meetings in a semester shall be referred to the Cardinal Council Judiciary Committee. Tardiness is not allowed and will result in a deduction of merits from that members accumulated merit tally.

Meetings are open to attendance by interested parties and invited guests or speakers. Spectators must be acknowledged by the Cardinal Council Executive President prior to addressing the Cardinal Council.

## *SECTION FOUR*

### VOTING

In order to pass an issue through the Cardinal Council, it must be voted upon, and a majority of the voting members must be in favor of it. All elected officers and the voting cabinet member (VCM) shall have voting privileges.

In order for a vote to occur it must be called for by the Cardinal Council Executive President or by motion (and subsequent seconding) by the Cardinal Council members. A quorum must be present in order to call a vote. Two-thirds of the Cardinal Council members must be present in order for a meeting to have quorum.

For normal council business, a simple majority vote is required for approval. For removal of a Cardinal Council member, a four-fifths vote is required.

## *SECTION FIVE*

### OFFICER AND REPRESENTATIVE NOMINATIONS

Candidates for Cardinal Council Executive President, Vice President, Secretary, Treasurer, and Historian must submit a petition with one hundred student signatures comprising no more than forty signatures coming from one class.

To be eligible for candidacy Executive council candidates must:

- have a cumulative grade point average\* of 3.33 or higher
- earn the recommendation of five teachers
- earn the recommendation of at least two administrators (with regards to discipline and conduct)
- submit a prerecorded video of a campaign speech (due 3 weeks prior to elections) for airing on “Good Morning BHS”
- submit a picture and a 5 – 7 line election biography (digital or hardcopy due one week prior to elections) to be printed on election ballots
- have a total of 85% of the total available merits from the previous year

Candidates for Class Council President, Vice President, Secretary, and Treasurer must submit a petition with one hundred student signatures coming from their perspective class.

To be eligible for candidacy Class Council candidates must:

- have a cumulative grade point average\* of 2.67 or higher
- earn the recommendation of four teachers
- earn the recommendation of at least two administrators (with regards to discipline and conduct)
- submit a prerecorded video of a campaign speech (due 3 weeks prior to elections) for airing on “Good Morning BHS”
- submit a picture and a 5 – 7 line election biography (digital or hardcopy due one week prior to elections) to be printed on election ballots
- have a total of 75% of the total available merits from the previous year

Candidates for Cardinal Council Cabinet Members must submit a petition with fifty student signatures coming from their perspective class.

To be eligible for candidacy Cabinet Members candidates must:

- have a cumulative grade point average\* of 2.00 or higher
- earn the recommendation of two teachers
- earn the recommendation of at least one administrators (with regards to discipline and conduct)
- submit a picture and a 3 paragraph election biography (digital or hardcopy due one week prior to elections) to be reviewed by the incoming newly elected Class Council officers
- have a total of 65% of the total available merits from the previous year.

\*The basis for grades is established in Senate Policy [47-60](#). Grades and numerical grade-point equivalents have been established for varying levels of students' academic performance. These grade-point equivalents are used to determine a student's grade-point average.

<u>Quality of Performance</u>		<b>Grade</b>	<b>Grade-Point Equivalent</b>
Excellent	Exceptional achievement	A	4.00
		A-	3.67
		B+	3.33
Good	Extensive achievement	B	3.00
		B-	2.67
		C+	2.33
Satisfactory	Acceptable achievement	C	2.00
Poor	Minimal achievement	D	1.00
Failure	Inadequate achievement (Credit is not earned)	F	0.00
	Academic dishonesty (Credit is not earned)	XF	0.00

## ***SECTION SIX***

### **ELECTIONS AND TERMS OF OFFICE**

Cardinal Council Executive Officer and Cardinal Council Class Officer elections will occur during April, with the term of office to run from the May 1<sup>st</sup> to the end of the following April elections. The Cardinal Council Cabinet Member appointments shall occur immediately following officer elections during April, with the term of office to run from appointment to the end the following April. The transition of offices will take place during the month of May. For the month of May all outgoing officers, incoming officers and appointed cabinet members are to attend meetings.

The incoming Freshmen Cardinal Class President, Vice President, Secretary and Treasurer Elections and the Freshmen Cardinal Cabinet Member appointments shall occur in August with the term of office to run from August election or appointment to the end of the following May.

Candidacy eligibility requirements will be the same as dictated above for Class Officers and appointed Cabinet Members.

## ***SECTION SEVEN***

### **EARNING AND BANKING SERVICE MERITS**

All positions held in the Cardinal Council are eligible and responsible for earning and banking "merits". Merits are a method of crediting officers and cabinet members for participation at meetings, involvement in activities, and service time in projects and community service. Within the merit system there are opportunities for officers and cabinet members to earn merits for routine duties and responsibilities as well as outstanding or extraordinary service. Merits can also be deducted from a member's bank due to missed meetings, lack of participation in projects, community service or for behavior that tarnishes the reputation of the organization or the school community when removal by the Cardinal Council Judiciary Board is not recommended.

The Class Secretary in collaboration with the Class Vice President is responsible for recording earned merits, by their officers and cabinet members, on the "Cardinal Council Merit Log" form. This form is a monthly record of earned merits and the Class Secretary is responsible for submitting this log to the Executive Secretary each month at the first Cardinal Council meeting of the month.

The Executive Secretary in collaboration with the Executive Vice President is responsible for keeping tally records of all officer and cabinet member merit bank totals. Merits will assist in determining an active or inactive status of any member of the council, merits will also be used to determine annual performance awards at the year end Cardinal Council Banquet. Merit tallies will also dictate if the member is eligible to run in the elections for the next year's council.