



Peer Counseling

Centennial High School

PREAMBLE:

We, the Peer Counselors of Centennial High School, in order to sustain the principals and traditions of democracy, to promote support to students and healthy relationships between students and faculty, hereby ordain and establish this constitution.

ARTICLE I: NAME

SECTION I: This organization shall be known as Centennial Peer Counseling (program).

ARTICLE II: PURPOSE

SECTION I: The purpose of this organization shall be:

- a. To provide support to students through conflict resolution and mediation.
- b. To provide ambassador tours to new students enrolling at Centennial High School.
- c. To aid in the transition from elementary to high school by visiting feeder schools and presenting to students.
- d. To serve as a mentor to students to set and achieve personal goals.
- e. To serve in the guidance office in support of Centennial High School's school counselor team.

ARTICLE III: POWERS

SECTION I: The Peer Counselors shall have the duty and responsibility of upholding and administering the affairs of this constitution.

SECTION II: The Peer Counselors shall be governed by the Guidance Office and the officers in good standing.

SECTION III: The Peer Counselors shall abide by the decisions of Centennial High School administration. The club advisor and Guidance Office holds the power to veto power on club decisions and activities.

ARTICLE IV: MEMBERSHIP

SECTION I: The membership of this organization shall consist of all students in good standing at Centennial High School.

SECTION II: Membership of Peer Counseling is as follows:

- a. In the fall of each school year, students in grades 9, 10, and 11 may request an application which includes short essays/answers, two teacher recommendation forms, and one peer recommendation.
- b. Membership will be decided after an interview conducted by the club advisor and two current Peer Counselors.
- c. Members are expected to regularly attend club meetings as organized and planned by the officers.

SECTION III: The Executive Council is as follows:

- a. The Peer Counseling officers shall consist of: a President, Treasurer, Secretary, Historian and Sergeant of Arms.

SECTION IV: The Officers of Peer Counseling

- a. Officers are required to have served and/or be currently serving in the Guidance Office of the current or prior year. This allows the officers an opportunity to have a full experience of the day to day activities of a peer counselor and in supporting the greater goals of the club.
- b. Officers meeting on a regular weekly basis to plan for the club and program. They are responsible for setting club goals and maintaining active communication with the members.

SECTION V: RECOGNITIONS (amended as an addition March 2020)

- a. A Peer Counselor who serves in the office as a class period for **two** semesters shall be awarded a Peer Counseling Letterman's Patch.
- b. A Peer Counselor who serves **three** semesters shall be awarded a paw print pin for their services.
- c. A Peer Counselor who is elected to an executive council position shall receive a pin for their year of service.
- d. The club shall be responsible for purchasing and awarding these recognitions.

ARTICLE V: NOMINATIONS AND ELECTIONS

SECTION I:

- a. Active Peer Counselors will receive information from the officers and club advisor regarding elections in the spring semester.

- b. At that time, peer counselors in good standing in the club can choose to run for any of the open positions. They need to have currently served or be serving in the guidance office to be eligible to run for office.
- c. Candidates will create a power point slide/position statement on why they deserve the desired position. This will be sent to the advisor.
- d. The advisor will then combine the slides/position statement, distribute the information electronically to club members with a method for casting their ballot for the candidate they presume is best fit for the duties of that position.
- e. The candidate with the highest amount of votes will be placed in the desired position.

ARTICLE VI: THE OFFICERS

SECTION I: Those peer counselors who serve as part of the executive council are responsible for the following:

- a. Attending weekly officer meetings that are a length of one hour. These meetings are to engage in planning for the club, setting goals for the club, fundraising, arranging club meetings and conducting those club meetings.
- b. Actively running and participating in scheduled club meetings, including set up and clean up.
- c. Attending scheduled events and field trips that include fundraising, future freshman night, training, etc.

SECTION II: Duties of Officers

- a. President shall:
 - 1. reside and run all meetings.
 - 2. serve as the spokesperson for the Peer Counseling Program.
 - 3. assist in the coordination of club activities on and off campus.
 - 4. help in the direct communication to members through text, Edmodo, and social media.
- b. Treasurer shall:
 - 1. keep an accurate record of all funds of the club.
 - 2. present a financial report when requested by the President or advisor.
 - 3. sign requests for all financial needs for the Peer Counseling Program.
- c. Secretary shall:
 - 1. keep records and minutes of all meetings.
 - 2. make the minutes available to the President when requested.
 - 3. keep a list of all of the club members and their contact information.

4. overtake the role of President if the President cannot fulfill his/her duties.
- d. Historian shall:
1. capture and document important club events.
 2. prepare an online picture program to document and share pictures of club events and activities throughout the school year.
 3. Prepare an year of end review of the accomplishments of the program and club to be shared with members.
- e. Sergeant of Arms shall:
1. assist in the coordination of club activities on and off campus.
 2. call the meetings to order, both officer and club meetings
 3. assist with promotion of club activities and events

SECTION III: Members at Large

- a. The members-at-large of the program (those chosen applicants who are yet to serve or who have served in the past) shall attend regular club meetings.
- b. Members shall vote on program issues and elections.

ARTICLE VIII: RATIFICATION

Section 1: This constitution shall be ratified by three-fourths majority of the members of the Peer Counseling program.

Section II: Any changes that occur shall go into effect immediately.

ARTICLE IX: AMENDMENTS

Section I: This constitution may be amended by three-fourths majority vote of the members of the Peer Counseling program.

Section II: This constitution may be amended by initiative. Any member may present a motion to the President or the Peer Counseling Advisor to be considered and/or voted on by the members of the Peer Counseling program.

ARTICLE X: BY-LAWS

- a. The Peer Counseling Program shall have the power to introduce and pass all necessary and proper by-laws.

- b. The by-laws of this constitution shall be accepted and/or modified by three-fourths majority vote of the members of the Peer Counseling program.

Amendments

AMENDMENT I: Impeachment and Removal Law

Section 1: Any member of the elected officers who fails to uphold their duty according to the constitution shall be subject to impeachment and possible removal from the Peer Counseling Program.

Section 2: A list must be drawn up stating the concerns of the accused officer and it be submitted by any member of the Peer Counseling Program.

- a. The list must be turned into the program Advisor.
- b. People presiding at the trial shall include the program Advisor, the remaining Officers, and one member-at-large. An administrator of the campus may also attend and vote, but are not required to do so.

Section 3: The Trial

- a. The program Advisor must be present for the trial.
- b. The accused shall have the opportunity to please their case at the trial.
- c. If the member is removed from office, they have the right to appeal the case within one week of their demotion from being an officer from the Peer Counseling program.
- d. The removed Office may appeal only one.

Section 4: Voting

- a. It takes three-fourths vote of those in attendance at the trial to remove an elected Officer.
- b. The accused officer cannot be present during voting.

AMENDMENT II: Vacancies

Section 1: Any vacancy other than the President will be filled by any person meeting the qualifications for that position with three-fourths approval from the Peer Counseling program.