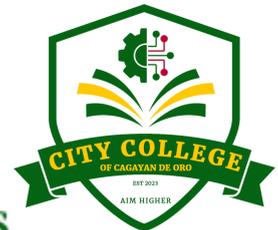




Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
GUIDANCE, COUNSELING AND ASSESSMENT SERVICES



**PEER FACILITATORS' CIRCLE
CONSTITUTION AND BY LAWS**

Article I. Name

The organization will be named Peer Facilitators Circle. This organization will also be referred to as PFC.

Article II. Purpose

The purpose of the Peer Facilitators Circle is to provide free, confidential peer counseling services to undergraduate student body of City College of Cagayan de Oro. We also host events relating to mental health such as peer support groups and stress-free activities and connect students to resources.

Article III. Membership

Only currently enrolled students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office. The organization will follow the guidelines in the Philippines 1987 Constitution and Republic Act 9258 Guidance and Counseling Act of 2004.

We will not restrict membership and will abide by inclusivity.

Article IV. Officers and Elections

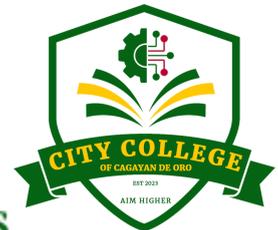
Within the organization there will be five positions to be filled on a semestral or yearly basis depending on the position.

1. **President.** The President oversees mediation between PFC. They will need to attend any leadership related orientations or workshops, file-midyear report and secure office spaces for the following year. The president is also responsible for financial aspects of the club, such as approving finance request and budget. They must keep track of all PFC online passwords, create agendas for club and coordinator meetings and lead the other coordinators.
2. **Vice-President.** The Vice-president is the president's trainee. They ideally will take over the position of the President the following year, however this is not required. The vice-president will assist the president in their responsibilities, also acting as mediator in the PFC.
3. **Secretary.** The secretary's main responsibility is the PFC email and social media account. They are responsible for allocating specific emails to the coordinator and sending out weekly updates to PFC members. The secretary is also responsible for appointments and managing the PFC Facebook page and group.
4. **External Affairs.** The External affairs officer is the acting "outreach" coordinator. They act as PFC's liaison to other organizations and resources, including City Social Welfare Development- Psychosocial Unit and Philippine Mental Health Association. The external affairs officer is responsible for making sure our model and training manual is up to date through correspondence with CSWD and oversees scheduling semesterly suicide training. All collaborative projects with other clubs will go through this coordinator.





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5. Internal Affairs. The Internal affairs officer role is divided between two coordinators. One coordinator is mainly of organizing all our advertising efforts. This includes creating spreadsheets to record all members advertising hours.

Peer Facilitators. They are second semester members or longer who are responsible for attending all PFC's functions (meetings, outreach events, and office hours). They have completed the training modules and passed the evaluation from the previous semester and therefore hold weekly office hours. Peer Facilitators are responsible for consistently training one or two trainees at weekly meetings and have the opportunity to create and host workshops and support groups. Peer Facilitators also advertise.

Peer Intern. They are Peer Facilitators who would like to become peer facilitators on the following semester. They can volunteer for positions and act as coordinators in training throughout the semester. They are responsible for attending weekly coordinator meetings and training under specific coordinators.

Adviser/Coordinator. They are responsible for anything that is necessary for the maintenance and success of the organization. They will guide the set of officers, peer facilitators and peer interns in the implementation of the organization and its activities.

Evaluations. At the end of the semester, the adviser/coordinators will hold evaluations to determine whether a trainee is ready to become a peer counselor and hold office hours. Trainees who have completed a semester of training and kept up with the organization's commitment will be eligible to evaluate.

Dismissal. Any candidate or PFC member elected to the position may be dismissed at the discretion of the Adviser/Coordinator or as a result of the failure to comply with the standards set semesterly contracts, as outlined above. Dismissal may occur either through dismissal from the group, in which an individual is asked to leave the group and not return, or from the position, in which an individual will no longer complete the tasks and responsibilities of that position. Dismissal can occur at any point during the semester and is to be voted on by the set of officers with the guidance of their adviser/coordinator. Votes resulting in a majority will account for a decision.

Article V. Meetings

Meetings will be held on a weekly basis at the discretion of the officers. These meetings will be used to implement training sessions, organize advertising and outreach events and discuss organization business.

Article VI. Constitutional Amendments

Each amendment will be anonymously voted only by the members of PFC and can be passed by a 2/3 vote. Amendments can be proposed by PFC members and will be voted on within one week of proposal. Members will be notified by email or in weekly meeting of an upcoming vote. All amendments, additions or deletions to this document must be filed with the Guidance and Counseling Office, 1st floor in the laboratory building.

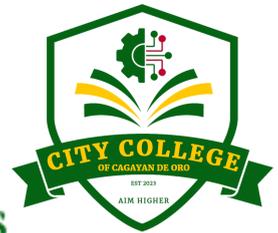




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Article VII. Dissolution

Dissolution will require the approval of the members of the organization. It shall occur if all the coordinator, interns and facilitators agree that the group should disband. All unspent PFC funds will remain the property of the Guidance and Counseling office.



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