

Coalition Teen Council
By-Laws, Expectations, Requirements,
and
Executive Board Descriptions
2024

Mission:

The Coalition Teen Council was launched in the fall of 2008 to promote positive values within the school and surrounding community and to help the Chippewa Valley Coalition for Youth and Families (CVCYF) in their goal. The CVCYF mission is: “Chippewa Valley Coalition for Youth and Families joins *School, Family, and Community* in a partnership to promote healthy, resilient, and drug free youth and to prevent youth suicide.” CTC (COALITION TEEN COUNCIL) carries out this task by educating individuals on the dangers of drugs, mental health awareness, and suicide prevention within the school and community. CTC provides a peer’s perspective and what is currently happening around them.

Expectations:

Active member, positive attitude, supportive, squash drama, steer group, be a role model, picks up when others cannot for activities/events. Encourages other members to participate in activities for the school and community. They must remain in good standing throughout their high school career. They need to follow the code of conduct which includes the dress code, proper social media posts, being friendly to everyone, and positivity represents the school and community. This is **NOT A CLUB**, but a coalition and as such requires dedication, commitment, and extra participation. It is expected that members are non-judgmental, kind, and willing to make an extra commitment for the mission.

For the coalition to run smoothly, it is imperative that when a member signs up for an event, they are expected to attend the event from start to finish. Coming late, leaving early may result that the event does not count as a “completed” event. In addition, cancellations with less than 48 business hours to events will not be tolerated. Cancellations will result in termination or probationary period from the coalition as deemed appropriate by the advisors, president, and vice-president. “No shows” to events will also not be acceptable. No Shows will automatically demote any member; meaning if a member is on the executive board, they will become a general member on a probation period. A general member can be terminated or put on probation at the discretion of the advisors, president, and vice-president.

All members agree to pledge the following: I pledge to maintain a high level of respect and integrity as a student representing Chippewa Valley Coalition Teen Council and the Chippewa Valley Coalition for Youth and Families. I acknowledge I am a role model for my peers and will uphold the Code of Conduct in letter and spirit to help our school's culture be positive and advance authentic learning. I will be aware that every small act has the potential for a significant impact. As a Coalition Teen Council member, I present a strong voice against the use of any substances including alcohol, vape, marijuana and other drugs in our school and community. I will remain drug free. I will not be involved in drama, disrespect others, lie, cheat, or break the code of conduct.

I understand that I will be asked to step down from this group if: I am in trouble with the school, legal system, my coach, or parent for alcohol, vaping, drug use, fighting or violence, if I am involved in behavior that is illegal or in serious violation of the student code of conduct, if I am found to be using a social media platform to display alcohol, vape or drug use (either my own or people I am associated with), if I fail to meet the expectations or requirements as outlined.

Requirements:

MUST attend **ALL** lunch meetings unless excused or absent from school that day. You are allowed 3 **unexcused** meetings for the school year. If you miss more than 3 meetings, this could affect your position on the coalition. Lunch meetings will be scheduled meetings, and you will know ahead of time. They will be in the google calendar. Contacting the advisor after missing a meeting will not be excused unless there was an emergency.

Must attend at least 1 Full Coalition Meeting at the board office, and this must be done by April of the current school year. Full coalition meetings during the year are offered each month. These meetings are run by Dr. Charlene McGunn. The meetings fall on the second Tuesday of each month and are online or at the Chippewa Valley Administration Building from 3:30-5 pm.

Must attend at least 3 events. At least 1 event must be completed before the holiday celebration in December of the current year. Failure to complete one event by December of the current year will result in removal from CTC.

You will **NOT** be excused for "School Business" if you are not passing all your classes. You can still do events before and after school, but not during the school day until you have all passing grades.

Each new member is required to have at least one guardian attend an informational virtual meeting.

Each CTC member is expected to attend at least 1 full day of camp but is highly encouraged to attend all three. Leaving early or coming late will not count as a completed 1-day camp day.

Every member is required to have at least one CTC T-shirt. If a member is unable to afford a t-shirt, the coalition will cover the expense.

Every member is encouraged to brainstorm topics for the upcoming CTC events, meetings, strategize possible new ways to promote our mission statement, and address issues when necessary.

Camp:

There will be a camp day once a month during the summer. Members are expected to attend at least one if not all three days of camp. The purpose of the camp is to go over expectations, requirements, provide valuable information, and meet other people in the coalition, develop color groups, increase education, and start some of the activities for the year. If a member is unable to attend a camp day, they must notify the advisors in advance, at which point, the member may not be accepted into CTC. If a member joins after the camp has been completed, it will be expected that the member, if still in good standing, will attend the next camp offered.

Meetings:

The goal is to start off meetings with a fun icebreaker to allow the students to mingle before winding down and addressing business. Then the moderator or an e-board member will introduce the meeting's topics for that day and from there, the Executive Board will lead the discussion. Our CTC meetings occur about twice a month. These meetings are most often during lunch periods. However, there may be times when meetings occur during school. Meetings will try to be scheduled during lunch periods. If the meetings occur during school other than lunch, the hour in which the meetings occur will rotate so that students do not miss any one class. Members will be excused from class as "school business." There may be times that after-school meetings are available. Location of the meeting varies depending on the building holding the meeting.

In addition to our monthly CTC meetings, the Executive Board members meet with the CTC moderator in his/her office at least twice a month as scheduled by the board. These meetings were before school on Thursday mornings 6:30 am -7:05 am. If homerooms are established this schedule may change. Additional meetings may be necessary to prepare for upcoming events or as other concerns arise. These meetings may be in person or online.

For Executive board meetings, it is expected the members will be on time, stay for full meetings, and have reliable transportation. ***Being late, not having transportation, or waking up late will not be tolerated.*** As an executive board member, you are allowed 2 unexcused meetings. Calling at the last minute will count towards an excused meeting unless an emergency exists.

Joining:

Students can join CTC any time in the year. Anyone who is committed to making healthy choices and has the time to participate in CTC activities can join. Often, group members are recruited by CTC moderator or recommended by other CTC members, teachers, and counselors in the Spring for the coming school year. When students ask to join, CTC moderator or e-board members talk to them about the expectations and requirements. These discussions may occur during teen panels, individual conversations, or informational meetings. If they show interest in the group and support our cause, they are welcome to join by completing an on-line application for approval. All members must complete an on-line application, provide at least one teacher recommendation, and be supported by the guidance counselor at their current school.

If a new member joins after the first month/induction, the CTC moderator sends out a text letting everyone know and the new member will be introduced and welcomed at the next CTC meeting. CTC members are expected to display positive behavior, act as role models in the school and are given opportunities to gain leadership skills. CTC members are to actively participate in CTC events, attend monthly CTC meetings, and attend at least one CVCYF (Chippewa Valley Coalition for Youth and Families) meeting each school year. (This is also referred to as the "MONTHLY FULL COALITION" meeting.

Failing to uphold the standards of the group:

If a member fails to act in a professional manner, violates the code of conduct, has questionable decision making, and/or poor attendance the member may be removed from the group or have restricted participation until a time is deemed the concern(s) are no longer an issue. As role models and a representative of the group, Chippewa Valley High School, and the Chippewa Valley Coalition for Youth and Families it is expected that members are courteous, polite, non-judgmental, respectful, and responsible. **This responsibility includes getting to class on time, being present in class (not skipping classes), not participating in negative drama/rumors, refraining from all substance use, having proper language, dressing appropriately, having clean social media posts, and not violating the student code of conduct.**

Within CTC, Executive Board members are members who volunteer to devote extra time in leading the group.

The following positions are part of the Executive Board.

President/Co-Presidents: Works closely with the Moderator of the Coalition Teen Council to run meetings, create the agendas, and topics of discussion. May have to attend extra meetings to have representation of e-board at all CTC meetings and/or for planning purposes. This member must have served at least 1 year on the executive board the previous year and on CTC for at least 2 years. (Most often a Senior student, but could be a junior student with supervision)

Vice President/Co-Vice Presidents: Works closely with the Moderator and President to develop criteria for groups, running meetings, and planning of events. May have to attend extra meetings for planning purposes. Will be responsible for duties when the presidents are absent. This member must have served at least 1 year on the executive board the previous year and at least 2 years as a CTC member. (Junior or Senior)

Secretary/Secretaries: Takes notes at all meetings and writes up meeting minutes to be available to all members. The secretary/secretaries are responsible for sending the meeting minutes to the moderator to post for all the members. The person(s) must be able to type notes so that others may easily read them. These meeting minutes must be completed within 1 week of the meeting. The role of this position is to provide all members with the happenings at the meetings. The secretary will send the meeting minutes to all executive board members that were absent from the meeting. They be required to attend extra meetings (Sophomore, Junior, or Senior)

Social Media Coordinators: Will assist in updating the website and social media platforms for messages and events. The role of this position is to keep peers up to date on current trends, events, and upcoming concerns. This position is responsible for posting to all the various social platforms. Expectations are that there will be at least two postings at a minimum per week for each social media platform. This position will post about all lunchroom tables, events, and educational materials related to the coalition. (Sophomore, Junior, or Senior student).

Social Activities Planner(s): Creates, arranges stimulating social activities that meet the mental, social, and physical needs of all members to participate. This position's role is to demonstrate the ability to have fun in a safe and drug-free way. May require developing committees for different events. This position is responsible for the ice breakers at lunch meetings, outside social activities, holidays, and end of the year celebrations in addition to other fun events. This individual(s) is also creating flyers for each social event. (Sophomore, Junior, or Senior student).

Photojournalist: Attends as many events as possible to record the history of the Coalition Teen Council. May be responsible for creating various videos to demonstrate CTC events, impact, assistance, and recruitment. May provide technological advisors with materials for social media posts. All pictures, videos, and other media's recordings are to be uploaded to the CTC one drive within 30 days (about 4 and a half weeks). The person in this position will use their own camera/phone for picture taking. (Sophomore, Junior, or Senior student).

General E-board Members: Assist in developing topics for CTC meetings, assist in planning events and coordinating efforts to spread information about CTC.

All E-Board members will assist with all lunchroom tables. At least 1 e-board member will attend all events. Members will also step up when other members have not volunteered for events.

E-board will consist of no more than 18-20 members.

One or two freshmen can be moved onto the executive board after the first semester. Additional members may be considered to move to general e-board after the first semester.

*****If there are not enough interest in particular e-board positions, the moderator has the option of doing an e-board without assigned positions.**

Requirements for E-board members beyond general CTC requirements: MUST attend **ALL** e-board meetings. You are allowed 2 **unexcused** meetings for the school year. If you miss more than 2 meetings, this could affect your position on the e-board. E-board meetings will be held 2 times per month. These will be scheduled meetings, and you will know ahead of time. An E-board member must meet all the criteria for CTC membership in addition to their E-board criteria. President, Vice-President will be held by members with at least 2 years' experience participating in CTC and a minimum of one year of e-board experience. Social Activities Planner(s), Photojournalist, Secretary, and Social Media Coordinators will be held by members with at least 1 year of CTC experience.

At least one e-board member should be present at each event.

The President and Vice President are chosen from the Executive Board with final determination made by the moderators. They are members who have the most experience and have demonstrated great commitment to the group. Each e-board member will have the ability to "vote" for the new incoming e-board from the following year.

Each executive board member, including President and Vice President, attend an Executive Board meeting twice a month where they brainstorm topics for the upcoming CTC meeting, strategize possible new ways to promote our mission statement, and address issues when necessary.

The President and Vice President and the Executive Board members also play a significant role in leading the group discussions and activities during regular CTC (COALITION TEEN COUNCIL) meetings. Lunch meetings can also be led by any e-board member. Additionally, they spend time addressing the needs of the CTC (concerns from members, developing goals and activities for the group).

It is the expectation that a member will complete their tasks without reminders. If a person is unable to work independently and complete tasks as assigned, they will be removed from their position on the e-board.

If it is determined that an e-board member is not committed, misses meetings, unable to perform their required duties within the outline time limits, and/or unable to work with others in the best interest of the coalition, that e-board member may be demoted or terminated determined by the advisors, president, and vice-president.

CTC PARTICIPATED IN THE FOLLOWING ACTIVITIES 2023-2024:

- 10th Grade transition panel
- Alcohol Tobacco Retailer Training, Press-Conference – Students ride along with police officers from Clinton Twp. and Macomb County Sheriff's Department to visit local businesses that sell tobacco and alcohol and provide required state signage.
- Attended monthly Full Chippewa Valley Coalition Meetings
- Big Red Check-In: Orientation for ninth students
- Car Wreck display
- CTC Informational Lunch Meetings
- Curriculum Fair
- DEA (Drug Enforcement Administration) Take Back: Assist with collecting unused prescription drugs for proper disposal at Clinton Township Police Department
- End of the year celebration
- Executive Board Meetings
- Girls Getting Ahead
- Holiday Celebration with the complete group
- Homecoming Parade
- Homecoming safety announcements
- Induction Ceremony
- Kindness Rock Garden at the NGC (Ninth Grade Center) and Main Building entrances
- Know Resolve and Chippewa Valley Youth and Family Coalition: Be Awareness Suicide Prevention Walk
- Leadership Banquet
- Lunch Crunch for next year's recruitment for Wyandot and Algonquin
- Managed all social media accounts for Big Red Pick Me Up, Instagram and Tik Tok
- Mental Health Summit Training

- Mini Virtual Presentations to the middle schools (Wyandot and Algonquin: Topics: Substance Use and the Holidays for families
- MiPhy Focus Group
- New Student Luncheon: Panel discussion at the Main Building CVHS (Chippewa Valley High School)
- New student tours
- NGC Announcements
- NGC Lunchroom and bathroom posters: CTC members had an opportunity to create a 40x30 poster that conveys positive messages or drug free messages. The posters are changed monthly.
- Parent meeting for all new members
- Project Alert: three booster sessions about substances to eighth graders at Algonquin Middle School
- Red Ribbon Announcements and 9th Grade Pledge
- Red Ribbon lunchroom table
- Recognized CTC members birthdays.
- Roller Skating Social Event for members.
- Safe Prom and Graduation Showcase, Announcements
- Stress and Anxiety lunchroom table.
- Strive 4 A Safer Drive
 - Showcase
 - Social Media Posts
 - Several lunchrooms table.
 - Distracted Driving Photo Contest
 - Ford Driving Life Skills Contest
 - Safe Drive Family Fair
 - PSA Video with Clinton Township Police Department
 - Don't Drive Buzzed, BEE Drug-Free! T-shirts
- Suicide Awareness lunchroom table.
- Suicide Awareness showcase.
- Take What You Need Board
- Team Building for CTC members.
- Teen Panels: Visit the middle schools & talk about the importance of being active in high school. (Wyandot, Algonquin, and Iroquois)
- Three camp days
- Training offered for CTC members –
- Updated brochure and created commonly asked questions for new members.
- Vape showcases and banners.
- Various mental health lunchroom tables with resources and giveaways
- Welcome postcards to new members.
- Wyandot and Algonquin Transitioning to High School: Incoming freshman and their parents learn more about the Ninth Grade Center through CTC Teen Panel

- Various Showcases of pertinent topics
- Various Lunchroom Educational Tables

Updated: 3/21/24