

Marquette University

Counselor Education and Counseling Psychology Graduate Student Organization Constitution

Article I: Name

The name of the organization shall be the Counselor Education and Counseling Psychology Graduate Student Organization, hereafter referred to as the organization.

Article II: Purpose

The purpose of the organization shall be to unite graduate students, both masters and doctoral, in the Counselor Education and Counseling Psychology Department, for the purposes of developing students both personally and professionally and improving the program.

Article III: Membership

- Section 1: Regular membership in this organization shall be open to any graduate student in the Marquette Counselor Education and Counseling Psychology program.
- Section 2: Associate membership in this organization shall be open to any graduate student in an affiliated program. (e.g., clinical psychology, college student personnel).
- Section 3: **Non-discrimination Clause:** Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, ethnicity, age, sexual orientation, gender identity, religion, Veteran's status, sex, national origin, indigenous heritage, language ability, citizenship status, social class, and/or disability in its selection of members, educational programs, or activities. The organization recognizes and cherishes the dignity of each individual and their communities and seeks to become a more diverse and inclusive community dedicated to the promotion of justice.
- Section 4: Dues, of the sum of \$30, shall be paid by the end of the first semester and membership will remain effective until the start of the next academic year.
- Section 5: In the event a prospective member is unable to meet the financial obligations of membership, the department advisor will make the necessary arrangements with the prospective member; see Article XI for more information.

Article IV: Officers

- Section 1: Officers of the organization shall be as follows: President, Vice-President, Treasurer, Secretary, 3 First-Year Representatives (a mix of Clinical Mental Health Counseling specialization students and a School Counseling student, if possible), 2 Social Chairs, Diversity Chair, Racial Justice Committee Chair, Online Representative, Part-time representative, Volunteer Coordinator, Doctoral

Representative, and Association Representatives (Wisconsin Counseling Association and Wisconsin School Counseling Association). All executive officers will be Masters level students, with the exception of the doctoral representative, in good standing with the College of Counselor Education and Counseling Psychology program. For election procedures, see **Article VII: Election Procedure**.

Section 2: Officers shall not be on academic or University probation at the time of election or throughout their term of office.

Section 3: Description and duties of officers:

President: Facilitates meetings, delegates authority, recruits members, serves as the official representative of the organization, and makes decisions about the direction of the organization. Duties include:

- Organize and lead monthly executive board meetings.
- Consult with the organization department advisor.
- Maintain regular communication with officers regarding organization activities.
- Assist committee members as needed.
- Attend monthly meetings with academic coordinators/advisors and be prepared to share any relevant information with other executive board members at the next organization meeting.
- Act as the liaison between the students and the staff.
- Act as the main contact person for the organization communicating with organization sponsors, and other university organizations.
- Organize and facilitate annual officer elections in March.
- Organize current student participation in Master's applicant interviews.
- Connect with prospective master's students about program interest.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected President after elections.

Vice-President: Works in constant collaboration with the President to organize, facilitate, and orchestrate the ongoing affairs of the organization. Duties include:

- Organize and facilitate the organization's mentorship program.
- Organize the Professional Development Conferences (PDCs).
- Plan and host one to two extended training opportunities each academic year.
- Fulfill presidential roles if the President is unable.
- Regularly attend organization activities and executive board meetings.
- Mentor newly elected Vice-President after elections.

Treasurer: Supervises the financial matters of the organization. Duties include:

- Manage transactions that occur within the bank account, including a Venmo account.
- Provide updates regarding finances.
- Review proposed budgets received by officers for any expected costs within one month of receiving said budgets.
- Maintain accountability of membership dues.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Treasurer after elections.

Secretary: Records, organizes, manages, and distributes information to the appropriate people. Duties include:

- Record the official minutes and notes from each executive board meeting and disseminate information in a timely fashion; minutes are to be made available to members, associates, and faculty per request.
- Ensure that the organization adheres to the constitutional bylaws by leading the organization in annual bylaws review meeting and updating the document, if needed.
- Create, edit, and distribute the monthly CECP GSO newsletter.
- Maintain communication with the individual responsible for updating the organization's website (contact CECP Academic Coordinator for more information).
- Work with event organizers to create flyers (hardcopy and electronic copies) that include event details and promote attendance via social media, the newsletter, email, and distribution.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Secretary after elections.

First-Year Representatives (3): Represent the interests of ALL first-year students to the executive board. Duties include:

- Preferably a mix of clinical mental counseling specialization students and a school counseling graduate student. In the event one of the representative positions cannot be filled by one of the tracks, members of the same educational track can fill the position.
- Make regular contact with all first-year students to ascertain if there are any questions or concerns to be addressed by the organization.
- Educate first year students about the organization and activities/events.
- Encourage participation on organization committees among first year students.

- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected First-Year Representatives after elections.

Social Chairs: Coordinates the planning and implementation of activities for organization members. Duties include:

- Organize one social event each month of the academic year, including the beginning of the year mentor/mentee event.
- Organize and lead a fundraising committee for the CECP GSO Diversity Gala.
- Plan and facilitate the CECP GSO Diversity Gala.
- Regularly communicate with the executive board members about status of social events and the Gala.
- Collaborate with an online representative to promote events with virtual option.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Social Chair(s) after elections.

Diversity Chair: Has the responsibility and honor of ensuring CECP department is fostering a culturally inclusive environment where both students and faculty are able to grow professionally and interpersonally. Duties include:

- Take the initiative of providing opportunities (e.g., events, meetings, forums, discussion groups, etc.) for individuals to become more aware, knowledgeable, gain skills, and be proactive as agents of change within their environments.
- Facilitates the diversity meetings to foster greater multicultural competency among the departments.
- Review the Diversity Scholarship candidates along with the President and Doctoral Representative.
- Need to demonstrate maturity and value diversity in order to fulfill its duties.
- Plan the Diversity gala along with the social chairs (e.g., having a role in the selection of the speaker and ensuring that the needs of students belonging to marginalized populations in our program are addressed when it comes to events like this within our department.)
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Diversity Chair after elections.

Racial Justice Committee Liaison: Has the responsibility of being an active member in both the CECP Racial Justice Committee (RJC) and the CECP GSO.

Duties include:

- The Liaison informs the CECP GSO about RJC projects and events.
- Partners with E-Board members on potential joint collaborations.
- Advocates for the needs of CECP students of color, as well as all students' needs for learning counselor competency with racial justice advocacy.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Racial Justice Committee Liaison.

Volunteer Coordinator: Coordinates the planning and implementation of activities for organization members. Duties include:

- Organize 2-3 volunteer or advocacy events each semester of the academic year.
- Regularly communicate with the executive board members about the status of volunteer and advocacy events.
- Coordinate and oversee the mentorship program and work with the Social Chair(s) on mentor/mentee event.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Volunteer Coordinator after elections.

Doctoral Representative: Represents the interests of ALL doctoral students to the executive board. Duties include:

- Maintain regular contact with all doctoral students to ascertain if there are any questions or concerns to be addressed by the organization.
- Encouraged to become a member of the American Psychological Association and disseminate any relevant information to students in the department.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected Doctoral Representative after elections.

Part-Time Representative: Represents all part-time students in the clinical mental health and school counseling programs.

- Act at the liaison between the GSO and the part-time cohort
- Regularly communicate information with the part-time cohort via method of choice (e.g., Facebook group, GroupMe, etc.)
- Regularly attend organization activities and executive board meetings
- Mentor newly elected Part-Time Representative after elections

CMHC Online Representative: Represents all CMHC online students in the clinical mental health program (general and child/adolescent specializations).

Duties include:

- Act as the liaison between the GSO and online cohort.
- Regularly communicate information with the online cohort via method of choice (e.g., Facebook group, GroupMe, etc.).
- Attend organization activities virtually (if possible).
- Attend executive board meetings.
- Mentor newly elected Online Representative after elections.

Wisconsin Counseling Association (WCA) Representative: Must become a member of the WCA to be elected. Serves as the liaison between the organization and the WCA. Duties include:

- Be the face of the WCA at executive board meetings.
- Promote the free WCA membership to all students in the program.
- Recruit volunteers for WCA events.
- Attend the Annual Summit.
- Promote awareness and participation in all WCA events.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected WCA representative after elections.

Wisconsin School Counseling Association (WSCA) Representative: Must become a member of the WSCA to be elected. Serves as the liaison between the organization and the WSCA. Duties include:

- Be the face of the WSCA at executive board meetings.
- Attend monthly WSCA Graduate Student Board meetings.
- Depending on the year, responsible for hosting the monthly WSCA Graduate Student Board meeting.
- Promote membership to all school counselors in the department.
- Mandatory to volunteer at the annual WSCA conference in November.
- Regularly attend organization activities/events and executive board meetings.
- Mentor newly elected WSCA representative after elections.

Article V: Removal of Officers

Section 1: Officers failing to fulfill the given responsibilities and duties may be removed by members of the active organization.

Section 2: The removal of an officer requires 2/3 vote of a quorum of the officers following notification of the officer in question. Such notification shall be provided in

writing no less than seven days prior to the vote.

Article VI: Replacement of Officers

- Section 1: In the case where the presidential office is vacant, the Vice-President will immediately fill the position.
- Section 2: All other executive board positions found to be vacant shall be filled by election within one month of the vacancy.

Article VII: Election Procedure

- Section 1: To be eligible for an executive board position, a candidate must be a graduate student enrolled in the Counselor Education and Counseling Psychology Department. All candidates should be selected based on dependability, trustworthiness, leadership ability, ability to perform the duties of their office, willingness to seek advice from other officers, and loyalty to the organization.
- Section 2: Elections for all executive board positions, with the exception of the First Year Representative positions will be held in February. Two weeks prior to elections, the current President will distribute information regarding the election process and executive board member responsibilities to all eligible students. Students may be nominated by themselves or their peers. Students are eligible to be nominated for more than one position. Nominations are due prior to elections and should be sent to the current President. Once all nominations are received, the President will compile and provide a list of all candidates. If a student finds that they are nominated for more than one position, they must accept or decline them nomination within three days of receiving the list. Students may only run for one position. The President will then send out a final list of the candidates. Elections will be held one week after the final list has been received. During elections, candidates will be given the opportunity to give a brief statement of candidacy, unless running unopposed. Officers are determined by a majority vote by at least 10 first year students.
- Section 3: Officers of the organization shall be elected during the months of February/March, with the exception of the First-Year Representatives, by anonymous ballot, with a majority vote of at least 10 first-year students. A majority of current officers must be present for elections (this includes the President and Vice President). First-Year Representatives will be elected in October by their cohort. If at the time of elections newly elected individuals are not already a member of the organization, they will be required to do so to maintain their status as an active officer.
- Section 4: Newly elected officers shall begin shadowing their predecessors immediately following the election. They are expected to attend organization meetings and events post-election. Their term will begin in the month of May and they shall serve for a period of one year.

- Section 5: The Doctoral Representative is the only position eligible for re-election for multiple terms.
- Section 6: In the event that a position goes unfilled, all executive board officers will take on the responsibilities of the unfilled position. Another election may be held the following fall semester to fill the position if the executive board decides it is necessary.

Article VIII: General Meetings

- Section 1: Meetings shall be held approximately once per month during the academic year. Additional meetings may be called by the officers when the need arises. Important/relevant information should be disseminated to all officers between meetings.
- Section 2: A quorum shall consist of at least 2/3 of the officers, one of which is the President or Vice-President.
- Section 3: A quorum shall be present in order for any official business to be conducted at general meetings. Official business includes major decisions that require a vote by the officers.
- Section 4: Parliamentary authority for all meetings will be maintained using Robert's Rules of Order.

Article IX: Executive Committee

- Section 1: The officers of the organization shall have the authority to make decisions about orders of business that are not deemed to require a vote. Orders of business not deemed to require a vote include planning of Professional Development Conferences, Diversity Gala, or allocation of funds for these activities.
- Section 2: A quorum for decisions by the officers shall consist of at least 2/3 of the officers, one of which is the President or Vice President.
- Section 3: Officers responsible with planning major organization events shall submit a proposed budget for the event to the Treasurer by June 1 for review and approval by the officers. These officers include the Social Chairs and Vice President. A revised budget, if needed, shall be submitted to the Treasurer by December 1 for approval by the officers.
- Section 5: The officers of the organization shall have the authority to create any committee, standing or special, that will further the purpose of this organization.

Article X: Amendments

- Section 1: All amendments to this constitution require notice of one week prior to being discussed and voted upon.
- Section 2: All amendments require a 2/3 vote of a quorum by members of the executive board for adoption.

Section 3: Amendments become effective only after approval by both the Office of Student Development (OSD) and the Senate of the Marquette University Student Government (MUSG).

Article XI: Financial Assistance for Membership

Section 1: In the event a prospective member is unable to meet the financial obligations of membership, the executive board will make the necessary financial arrangements with the prospective member. Financial arrangements include but are not limited to: payment plans, discounted membership dues, and waiver of membership dues.

Section 2: Financial need will be reviewed on a case-by-case basis at the discretion of the department advisor.

Section 3: Prospective members will not be discriminated against for financial need and membership will be made possible in conjunction with the prospective member and the executive committee or, if preferred by the prospective member, their financial need will be discussed through a representative member of the prospective member.

Ratified

Revision Approved

(New Date)
