

# 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 executive board 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, 2 First-Year Representatives (1 from Clinical Mental Health Counseling and 1 from School Counseling), 2 Social Chairs, Diversity Chair, 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: Runs 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 regular 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.
- Organize current student participation in Master's and Doctoral applicant interviews.
- Regularly attend organization activities.
- Mentor newly elected President after elections.

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

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

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

- Manage all transactions, deposits, and withdrawals that occur within the organization bank accounts, including the organization Venmo account.
- Provide regular updates regarding finances.

- Review proposed budgets received by officers for any expected costs within one month of receiving said budgets.
- Regularly attend organization activities.
- Mentor newly elected Treasurer after elections.
- Maintain accountability of membership dues and organization budget.

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 disseminating that 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 an annual bylaws review 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).
- Acquire event information from executive board members and producing high-quality posters/flyers for electronic and physical distribution.
- Regularly attend organization activities.
- Mentor newly elected Secretary after elections.

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

- Preferably, 1 clinical mental counseling graduate student and 1 school counseling graduate student. In the event one of the representative positions cannot be filled by one of the tracks, two 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.
- Encourage participation on organization committees among first year students.
- Regularly attend organization activities.

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 party.
- Plan and facilitate the CECP GSO Diversity Gala.

- Organize and lead a fundraising committee for the CECP GSO Diversity Gala.
- Regularly communicate with the executive board members about status of social events and the Gala.
- Regularly attend organization events.
- Mentor newly elected Social Chairs 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.
- Co-facilitates the diversity meetings with another GSO officer in order to foster greater multicultural competency among students.
- 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.
- Regularly attend organization events.
- Mentor newly elected Diversity Chair after elections.

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

- Organize one volunteer or advocacy event each month of the academic year.
- Regularly communicate with the executive board members about status of volunteer and advocacy events.
- Regularly attend organization events.
- Coordinate and oversee the mentorship program.
- Mentor newly elected Volunteer Coordinator.

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 events.
- Mentor newly elected Doctoral 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 organizational events.
- 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.
- Regularly attend organization events.
- 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 of 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 their 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 reelection 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 executive committee.

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)

---

---

---

---