Counseling Psychology Graduate Student Organization
Constitution
The University of Akron

Article I. Name
The official name of the organization shall be the Counseling Psychology Graduate Student Organization (CPGSO).

Article II. Purpose
The purpose of this organization shall be to promote scholarly development in the practice of Counseling psychology, to facilitate networking and social interaction among students and faculty, to promote participation in research, clinical skill development, professional workshops, local, regional, and national professional meetings relevant to Counseling Psychologists, and to recognize outstanding achievements of its Membership.

Article III. Membership
3.1 All University of Akron students are eligible for membership; however, the primary focus of the organization will be on issues of interest and concern to graduate students who have been admitted to the Collaborative Program in Counseling Psychology.

3.2 A person shall be considered in good standing upon payment of the annual dues assessment. Only members in good standing shall have voting privileges.

3.3 Membership will be revoked by the organization only at such times as the member is no longer a University of Akron student or in cases of professional misconduct. Professional misconduct is defined as a violation of the American Psychological Association’s “Ethical Principles and Code of Conduct.” Question of violation of the “Ethical Principles and Code of Conduct” will be decided by a Conduct Review Committee which shall be composed of two members in good standing appointed by the President of CPGSO, the two CPGSO faculty advisors, and the Training Director(s) of the Collaborative Program in Counseling Psychology. A unanimous vote of the committee is required for the revocation of Membership.

Article IV. Governance
Governance of the organization shall be vested in the Membership and carried out by the Executive Committee. The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, and four at large Executive Committee members. The two faculty advisors and the Immediate Past President serve as ex officio members of the Executive Committee. Standing committees shall include Membership, Program, Philanthropy, and Newsletter.

4.1 The President and Vice President can be students from either track, as elected by members.

4.2 Two of the four at large Executive Committee members are to be elected from each track.
4.3 A minimum of two General Business Meetings shall be held each year. The first meeting is to take place sometime during the first month of the fall semester. At this time, the President will present the agenda of the organizational activities for the year. The second meeting is to take place sometime early in the spring semester. At this time the President will present a report on the state of the Organization. In addition, the Treasurer will present a budget for the next fiscal year for consideration and action by the Membership.

4.4 A meeting of the Membership may be called at any time by the President, a majority vote of the Executive Committee, or by the presentation of a petition to the Executive Committee containing the signatures of 10% of the Membership. Special meetings initiated by a majority vote of the Executive Committee or by a petition of the membership shall take place within three weeks of the receipt of the Executive Committee vote or receipt of a valid petition from the Membership.

4.5 At a minimum, the Executive Committee shall meet three times per school year. The President shall be the chairperson of the committee. At the beginning of the fall and spring semesters, the committee shall publish a schedule of meetings for the semester. Special meetings of the committee may be called by the President, by request of any three voting members of the committee, or by one of the faculty advisors.

4.6 At a minimum, the Membership Committee shall be composed of the Secretary and one Executive Committee Member at Large. The Member at Large will be the chairperson of the committee. The chairperson may appoint additional members from the General Membership.

4.7 At a minimum, the Program Committee shall be composed of the Vice President and one Executive Committee Member at Large. The Executive Committee Member at Large shall be the chairperson of the committee. The chairperson may appoint additional members from the General Membership. The Program Committee shall develop, in conjunction with the President and with the consent of the Executive Committee, a yearly program schedule which shall be present to the membership at the annual Fall Business Meeting of the Membership.

4.8 At a minimum, the Philanthropy Committee shall be composed of the Treasurer and one Executive Committee Member at Large. The Executive Committee Member at Large shall be the chairperson of the committee. The chairperson may appoint additional members from the General Membership. All other Executive Committee members are ex officio members of the Philanthropy Committee.

4.9 At a minimum, the Newsletter committee shall consist of the Secretary, one Executive Committee Member at Large and two members from the General Membership. The Executive Committee Member at Large shall appoint the members from the General Membership.

4.10 The President may establish temporary committees to accomplish specific tasks as necessary.

4.11 A quorum shall consist of 60% of the membership (i.e., the members on the roster) at the time of a meeting of the General Membership. Passage of a motion other than a Constitutional revision shall require an affirmative vote of 51% of the quorum. Passage of a Constitutional revision shall require an affirmative vote of 75% of the Membership eligible to vote at the time of General Membership meeting. In the event of a lack of the required attendance at a General Membership Meeting for passage of a motion or a Constitutional revision, the Executive Committee shall mail ballots to the Membership within seven days of the failed General Membership Meeting. Members will be requested to vote, seal their ballot and return it to the President within 14 days. Ballot seals shall be opened and ballots shall be counted at a meeting of the Executive Committee within seven days of the deadline for the return of the ballots. At least one of the two advisors shall be present for this
meeting. The Membership will be notified by mail of the results of the election within one week of the Executive committee meeting.

4.12 In the event of conflict concerning proper rules of procedure, Robert’s Rules of Order will serve as the recognized authority.

Article V. Officers

5.1 Officer positions for the organization shall be President, Vice President, Secretary, Treasurer, and four Executive Committee members, two from each track.

5.2 Power and duties of the officers shall be:

5.2.1 President:
   a) The President shall be the official representative of CPGSO and shall respond to any official invitations in person or by designating a representative.
   b) Shall call any regular or special meeting of the Membership and any meeting of the Executive Committee.
   c) Shall prepare in conjunction with the Program Committee and with the consent of the Executive Committee a yearly agenda of organizational activities, including the nomination and election process. The President shall present this agenda during the fall business meeting. This meeting is to take place during the first month of the fall semester.
   d) Shall prepare in conjunction with the Executive Committee a yearly report on the state of the organization. This report is to be presented to the Membership during the spring semester business meeting which is to take place sometime during the last two weeks in January.
   e) Shall preside over all meetings of the Memberships and Executive Committee meetings.
   f) Shall countersign the minutes of all Executive Committee and general Membership meetings.
   g) Shall appoint all committee members as required by the Constitution.
   h) May establish temporary committees to accomplish specific tasks as necessary.
   i) Shall, in cooperation with the Immediate Past President, hold a special orientation session for all new Board members.
   j) Shall attend all regular and special General Membership and Executive Committee meetings.
   k) Shall execute all majority decisions of the General Membership and the Executive Committee.

   He/she shall be concerned with the strict preservation of the articles of this Constitution and in the general shall exercise every right vested in him/her by the present Constitution and at all times be alert to safeguard the interest of the Memberships.

5.2.2 Vice President:
   a) In the case of death, resignation, incapacity or absence of the President, the Vice President shall fill the office of the President and shall exercise the rights of the office.
   b) Shall assume such tasks as designated by the President.
   c) Shall serve as a member of the Program Committee.
   d) Shall attend all regular and special General Membership and executive Committee meetings.
5.2.3 Secretary:
   a) Shall keep the official minutes, records, and other materials pertaining to the Organization.
   b) Shall record the minutes of all Membership and Executive Committee meetings and shall, along
      with the President, countersign the minutes.
   c) Shall assist in the preparation and publication of all agendas of the executive and Membership
      meetings.
   d) Shall serve on the Membership Committee and shall, in conjunction with information provided by
      the Treasurer, maintain the Official Roster of Membership.
   e) Shall serve on the Newsletter Committee.
   f) Shall attend all regular and special General Membership and Executive Committee meetings.

5.2.4 Treasurer:
   a) Shall maintain the financial accounts of the Organization.
   b) Shall submit a detailed report of the financial status of the Organization at the regular fall and
      spring semester meetings of the Membership and at each Executive Committee Meeting.
   c) Shall be responsible for the collection and disbursement of all Organizational revenues.
   d) Shall make all his / her records available to an authorized auditing committee. An authorized
      auditing committee may be established by the Executive Committee or The University of
      Akron.
   e) Shall provide the Secretary with accurate and timely information regarding the payment of dues.
   f) Shall prepare, with the approval of the Executive Committee, an annual budget for the
      organization.
   g) Shall present the Executive Committee approved budget for consideration and action by the
      Membership at the semi-annual meeting of the Membership in January.
   h) Shall attend all regular and special General Membership and Executive Committee meetings.

5.2.5 Immediate Past President:
   a) Shall serve as an ex officio member of the Executive Committee.
   b) Shall provide continuity in administrative matters.
   c) Shall assure that the Executive Committee actions comply with the Constitution.
   d) Shall, in cooperation with the President, hold a special orientation session for all new Board
      members.
   e) Shall be available to the President for advice as needed.

5.2.6 Executive Committee Members
   a) Shall fulfill the duties as outlined in Article IV of the Constitution.
   b) Shall attend all regular and special General Membership and Executive Committee meetings.

5.3 Every elected Member shall be responsible for maintaining an accurate history of their work on CPGSO
assignments. This work shall be passed to the next elected Member responsible for the assignment. In addition,
copies of all documents of a historical nature are to be forwarded to the Secretary.
6.1 Election of officers will be held during spring semester of each academic year.

a) To qualify to be an officer, one must be a member of the organization as defined in Article III and must have attended at least two CPGSO functions in the previous 12 months.
b) Nomination will be open to all members and each member will have the opportunity to nominate individuals for officers.
c) The Executive Committee shall notify in writing and verify that the individuals who were nominated for elected office are willing and eligible to stand for election.
d) The election shall take place by ballot. All ballots shall be returned to the President within 14 days of distribution.
e) Ballots seals shall be opened and ballots shall be counted at a special meeting of the Executive Committee within one week of the deadline for the return of the ballots. At least one of the two advisors shall be present for this meeting.
f) The Membership will be notified by mail of the results of the election within one week of the special Executive Committee meeting.
g) Elected positions will be determined by a majority of the votes cast. Ties will be subject to re-voting.
h) The terms of office shall run from beginning day of the first Summer Semester I through the end of the day prior to Summer Semester I of the following year.

6.2 Vacancy during mid-term:

a) If an elected position other than President comes open in mid-term, the President shall recommend an individual to fill the office to the Executive Committee. A majority vote of the Executive Committee is required for appointment to the vacancy.
b) If the office of the President comes open in mid-term, the Vice President shall assume the office of President. The Executive Committee shall choose from among its members to fill the position of Vice President. The opening created by this action shall then be filled in accordance with Section 4.11 of this Constitution.

6.3 Impeachment proceedings may be brought against any elected person for the following reasons:
(1) failure to complete duties; (2) misappropriation of funds.

a.) Charges shall be brought in writing to any member of the Executive Committee or to a Faculty Advisor.
b.) The charges will be considered by a special Impeachment Review Committee consisting of all of the President, Vice President, Treasurer, Secretary, three non-elected Members agreed on by a vote of the Executive Committee, and the two Faculty Advisors. At minimum, the Impeachment Review Committee will interview the person bringing the charges and the elected official against whom the charges have been brought. A unanimous vote of the Impeachment Review Committee shall be required for impeachment. The President, Vice President, Treasurer, or Secretary will not serve on the Impeachment Review Committee if the charge is brought against such officer.
Article VII. Faculty Advisor

7.1 In order to qualify to be a Faculty Advisor, the individual must be a full-time faculty member in the Counseling Psychology Program at The University of Akron. Other requirements are that the individual expresses an interest in the development and continuation of the organization as defined in Article I. and agrees to serve as advisor for the term of two years. Terms begin on the first day of Summer Semester I and go through the end of the day prior to Summer Semester I of the following year.

7.2 Faculty Advisors will be selected by the Executive Committee with the advice of the Counseling Psychology Faculty Executive Committee. Every effort will be made to appoint an advisor from each track.

7.3 Faculty advisors will be selected during the Spring Semester prior to taking office.

7.4 Faculty Advisors are expected to attend all Membership meetings (normally two per year) and Executive Committee meetings (normally three per year). In addition, Faculty Advisors are expected to be present during the counting of election ballots and issue referenda, to serve on the impeachment Review Committee in the event that charges of an impeachable offense are brought against an elected position and on the Conduct Review Committee in the event that an ethical violation is alleged to have been committed by a Member, and, finally, to provide general and professional guidance to the Executive Committee.

Article VIII. Finance

8.1 Dues for Membership in the organization shall be $15.00 per year. Membership dues are not prorated. The membership year shall run from the first day of Summer Semester I through the end of the day prior to Summer Semester I of the following year.

8.2 Other sources of organizational funding shall include The University of Akron and fund-raising activities.

8.3 The Counseling Psychology Graduate Student Organization will manage its own finances, but in accordance with the rules and regulations prescribed by The University of Akron.

8.4 The Executive Committee shall be responsible for establishing a fair and equitable system of reimbursement for student expenses associated with professional development. Written procedures for the distribution of available funds shall be presented at the Fall Semester General Membership Meeting each year.

Article IX. Non Discrimination

The Counseling Psychology Graduate Student Organization shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, disability, or sexual orientation when accepting members.

Article X. University Relations

10.1 The Counseling Psychology Graduate Student Organization shall maintain a list of current President, Vice President, Treasurer, Secretary, and Executive Committee Members at Large, their addresses,
the names of the Faculty Advisors, and the most recently amended Constitution with the Office of Student Development.

10.2 The Counseling Psychology Graduate Student Organization shall comply with all requirements set forth by the University of Akron concerning the functioning of University sponsored student organizations.

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