Constitution of the Association for Counseling Psychology Students (ACOPS)

Article I – The Organization

Section 1: The name of the organization shall be Association for Counseling Psychology Students (ACOPS)

Section 2: The organization shall be governed firstly by the policies and regulations of Auburn University and secondly by the attached By-Laws.

Section 3: The term “the department” refers to the Department of Counselor Education, Counseling Psychology and School Psychology.

Section 4: The term “the program” refers to the Counseling Psychology Doctoral Program housed within the department.

Section 5: The term “the college” refers to the College of Education at Auburn University.

Article II – Goals/Purpose

The organization exists for the following purposes.

1. To serve as an advocate for members (e.g., present concerns to faculty, make suggestions to the department about the program, appoint student advisory board representative, representative to faculty).

2. To serve as an information source for members (about jobs, training, etc.).

3. Integrate students socially into the program (coordinating mentor program for incoming students to the program).

4. Award members of the organization for excellence in promoting the purpose and goals of the organization (see Article XII).

5. To fund opportunities for professional development for members of the organization (e.g., funding for conference attendance; see Article XII).

6. To aide in the recruitment of new graduate students to the program.
7. To promote the reputation of Auburn University (e.g., through professional memberships, volunteer work).

**Article III – Membership**

Section 1: All graduate students admitted to the program at Auburn University who are pre-internship (are not currently on internship and have not completed internship) shall be members of this organization. Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Section 2: Voting Members: All individuals who are in attendance at meetings for the organization will be considered voting members on non-financial matters. All students admitted into the program who are pre-internship (have not completed and are not currently completing their professional psychology internship) will be considered voting members for non-financial matters when the vote is conducted through confidential ballot. Only those members who have paid dues for the current year and are pre-internship may vote on financial matters.

Section 3: Dues for the organization will be $10.00, which will be paid on an annual basis.

**Article IV – Officers**

Section 1: The Co-chairs, the Secretary, and the Treasurer will make up the executive committee and shall be elected at the end of the Spring semester of each year by a simple majority vote by members done via secret ballot unless there is one or fewer nominations for a position. Individuals may self-nominate or may be nominated by others with agreement from the nominee. The Webmaster/Editor/College Representative and the American Psychological Association Division 17 Representative will be elected positions. These two positions will make up an external affairs committee and may be held by a member of the executive committee. Election for the external affairs committee will follow the format of the executive committee election.

Section 2: Candidates for offices should have the following qualifications:

1. at least 50% attendance at meetings/fundraisers/volunteer projects/outreach projects of the previous year.

2. payment of dues for the semester of election.

3. good academic standing.

4. are pre-internship (they are not on, nor have they completed, their professional psychology internship).

The presence of these qualifications will be determined by the current officers and/or the faculty advisor at the time of nomination. Any of these qualifications may be waived by the faculty advisor or the current officers if they deem it necessary or in the best interests of the organization.
Section 3: The entities of the Officers of the organization will include the following responsibilities.

1. The Co-chairs will be responsible for:
   a. Supervising/overseeing the work of the other officers and ensuring that they function together as an effective team.
   b. Acting as spokespeople/representatives/external liaisons for the organization.
   c. Scheduling and running officer organization meetings.
   d. In the absence of volunteers, identifying committee chairs.

2. The Secretary will be responsible for:
   a. Recording and distributing pertinent information including meeting minutes, upcoming events, and opportunities to all members.
   b. Handling all organizational correspondence (this can be done by appointing a correspondent when necessary or the organization can appoint one).
   c. Maintaining organizational files and records including internship information.

3. The Treasurer will be responsible for:
   a. Reporting regularly, to organizational officers and members, the status of the organization’s financial status.
   b. Managing day-to-day financial transactions, recording and paying bill reimbursements, depositing/withdrawing funds, and coordinating with faculty advisor to manage a petty cash account maintained in the department.
   c. Withdrawals of larger than $50.00 will require the signature of another member of the executive committee or the faculty advisor.
   d. Coordinating with other student organizations in the department on fundraising efforts.
   e. Identifying individuals to assist with fundraising and financial matters as needed.

4. The Webmaster/Editor/College Representative will be responsible for:
   a. Maintaining, editing, and updating the organization’s website.
b. Collecting and maintaining pictorial account of organization functions in conjunction with faculty of the program. With written permission of those pictured, the organization events will be posted on the organization website.

c. Serving as the liaison to the college.

d. Editing and maintaining organization records in collaboration with the organization secretary when such records involve the relationship the organization has with either the college or the University.

5. American Psychological Association Division 17 Representative:

a. Maintaining communication to the American Psychological Association Division 17 Students for Seventeen Host Institution.

b. Disseminating information from the American Psychological Association Division 17 Students for Seventeen to all of the members of the organization.

c. Ensuring the organization is functioning within all guidelines imposed by the profession and the American Psychological Association Division 17 Students for Seventeen.

Section 4: If discrepancies over the delegation of these responsibilities arises or a question of policy cannot be agreed upon by the Executive Officers, the question should be decided by a majority vote by members present at the meeting at which the issue arises.

Section 5: Delegation of power for vacant Co-chair positions shall be guided by the following:

a. In case of a vacancy of one of the Co-chair positions, the remaining Co-chair will act independently until the vacancy is filled.

b. In case of a vacancy of both Co-chair positions, the Secretary and Treasurer will jointly act as Co-chairs until the positions are filled.

c. If three or more of the executive committee positions are vacant, the remaining member of the executive committee will act as Co-chair.

d. In the case of a vacancy in all positions of the executive committee, the advisor will oversee activity of the organization until a new executive committee can be elected.

e. In the case of any vacancy, the Advisor will monitor progress to ensure positions are filled in a reasonable period of time.

Section 6: In the event of an officer vacancy, nominations will be taken at the meeting following notification of the vacancy. Elections will be held by blind ballot within two weeks following that meeting. In the event that there is only one nomination for any particular position, the nominee will automatically assume the responsibilities of the position. Reasonable attempts will be made to notify all voting members in writing (i.e., email) of any vacancy/vacancies and remind them that the policy will be to solicit nominations in the next scheduled meeting.
Section 7: No individual should hold the same position on the executive committee for a period of greater than 3 years.

Section 8: Officer removal will be guided by the following.

   a. When an officer mishandles her/his duties, the officials, in their entirety, and the advisor will meet to discuss the problem.
   b. General membership may also bring concerns regarding an officer to the Advisor or to the program faculty.
   c. The advisor and other faculty members of the program will ultimately hold the responsibility of determining when to impeach an officer and may employ a time-limited mediation plan if warranted. The faculty will consider any information made available in written form by the executive committee or general membership.

Article V – Meetings

Section 1: The stated meetings of the organization shall be held within the first 7 days of the month during which courses are in session during long semesters except in the months of January and August. Meetings will be in the evening and rotate during days of the week (i.e., meetings may occur on Mon, Tues, or Wed). Additional meetings may be held at any time deemed necessary by the officers, following at least a three-day public notice displayed by usual means in the department at Auburn University and sent through campus email to the general membership of the organization.

Section 2: A quorum shall consist of at least simple majority of the dues paying members for the year.

Article VI – Relations to Other Local, State, or National Organization

Section 1: There are no present relations of the organization to any other local, state, or national organizations. However, the organization may maintain contact with the American Psychological Association Division 17 Students for Seventeen (SAS) through an appointed representative. In addition, should there be opportunities for more formalized affiliation, the organization retains the right to pursue such relations.

Article VII – Proposed Activities

Section 1: Scholarships and Awards will recognize and honor members who demonstrate the goals of the organization in their professional actions.

   a. Each year the executive committee will call for an Awards Committee to consist of general membership to assist in the recognition and distribution of awards which may include awards for research, practice, or professional development (including leadership). No individual who is being considered for an award may sit on the committee. The Awards Committee will be voluntary self-nomination for a period of one year.
b. The Awards Committee will request the following when considering any award: vita, statement of current research, past research, professional experiences, service to the organization, career goals, and need.

c. Applicants shall be judged by the Awards Committee according to their academic and professional accomplishments, goals, contribution to the organization, and receipt or non-receipt of other awards or recognition.

d. The quantity and amount of awards to be given each academic year will be determined by the amount available and a vote of the organization.

Section 2: Professional development will be supported by the organization in the form of travel funding. In the event that the organization elects to allocate funds for travel, the funds will be distributed as follows:

a. Students who will be traveling to conventions or conferences may submit an application for travel funds at least four weeks prior to travel. The student application for travel funds should include convention title, location, duration, and participant’s function.

b. Allocation of travel funds will be based on meeting/fundraising/outreach/volunteer attendance (50% or higher) and payment of dues for the current academic year.

c. Travel funding may be limited to funding of specific amounts or types of expenditures.

d. The executive committee will make decisions regarding travel funding awards. However; they may also appoint a committee to make awarding decisions. If a member of the executive committee is seeking travel funding (s)he will be replaced by an individual elected by the dues paying members and the executive officer will have no decision in awarding of travel funding.

Section 3: The organization will participate in at least one outreach or volunteer project per year. The outreach or volunteer project will be determined by the executive committee.

Article VIII – Committees

Section 1: The executive committee shall be composed of the Co-chairs, the Secretary, and the Treasurer. Additional offices include the Webmaster/Editor/College Representative and the American Psychological Association Division 17 Representative. At present, these officers do not sit on the executive committee; rather, they compose the External Affairs Committee. New office positions may be created by vote of membership. All officers shall serve a 12-month term beginning with the end of the spring semester.

Section 2: The elections committee shall be composed of three members who are not running for the offices of co-president, secretary, or treasurer. Unless one or more are running for office, this committee will consist of the out-going co-chairs and treasurer. In the event that one or more of these individuals are running for office, the elections committee will consist of three individuals from the general membership who are not running for office. The Advisor will oversee elections.
Section 3: The composition and duties of the Awards Committee has been described in Article VII.

Article IX – Advisor

Section 1: The Advisor should be full time Tenure-Track Faculty in the department at Auburn University with a specialty in Counseling Psychology. The Advisor will be appointed by the faculty of the program. Should members wish to replace the Advisor, students may appeal to the program faculty providing a case for their request. The replacement of the Advisor is ultimately up to the program faculty. The term of the Advisor is indefinite.

Section 2: The Advisor should attend meetings and provide oversight of organization activities to ensure that they are consistent with the principals and ethics code of the American Psychological Association. The Advisor shall also provide advice and counsel on all matters concerning this organization.

Article X – Parliamentary Authority

Section 1: Robert’s Rules of Order will be the parliamentary procedure used in meetings. The Co-chairs or Advisor will provide an agenda for all meetings.

Article XI – Amendments

Section 1: This constitution may be amended or revised with the approval of the majority of the voting membership present. Such a vote must be announced to the general membership at least seven days prior to the actual vote and must be held during a regularly scheduled general meeting or confidential ballot. All voting members must have access to the current version and proposed version(s) for the seven days prior to the vote. Any and all changes should be clearly visible.

Section 2: Any addition, substitution, revision, or correction to the By-Laws must be proposed by a member of this organization, voted on, and passed by a majority of the quorum.

Date of creation: December 6, 2006
Bylaws

Association of Counseling Psychology Students (ACOPS)

Article I: Parliamentary Authority

The rules contained in Robert’s Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Article II: Membership

Section 1:

All students currently enrolled in the Auburn University Doctoral Program in Counseling Psychology who are pre-internship (are not currently on internship and have not yet completed internship) are members. All members have voting privileges on non-financial matters so long as the member is in attendance at the time of the vote or responds to non-business meeting votes within the designated time frame.

Voting privileges on financial matters are granted to those members who meet all of the following criteria:
   a. Member must have paid dues prior to voting on any financially related matters
   b. Member must be pre-internship (cannot be on or have completed their professional psychology internship)

Section 2:

Responsibilities and duties of members:
   a. Members have the responsibility to keep informed of ethical and legal obligations in the field of Counseling Psychology and to act accordingly
   b. Members have the responsibility to respect other members, despite disagreements or differences
   c. Members have a responsibility to remain active within ACOPS and to pursue professional development opportunities that enhance their own training and that efforts of the organization
   d. Members have the duty of nominating voting for officers
   e. Members have the right to direct their concerns to the serving officers and faculty advisor

Section 3:

Membership in the organization can be denied or terminated if an individual is no longer an active student in the Counseling Psychology program at Auburn University. If any member acts in a way unbecoming of a psychologist, he or she may also be removed
from the organization by the faculty advisor, who shall abide by departmental policies in such matters.

Section 4:

If a serving officer wishes to resign before their duties are met (the extent of one full academic year) there will be a meeting with all of the officers to discuss the matter. Officer resignation will not be decided by voting as it is not the intention of this organization to force anyone into duty or membership. Nominations will be taken at the next meeting following notification of the vacancy. Elections will be held by blind ballot within two weeks following the solicitation of nominations. Members must abide by the policies established by the program faculty should they wish to leave the organization.

Section 5: Dues

a. The amount of dues will be decided by the existing officers in any given year but may be taken to the general membership or dues paying members at the discretion of the executive committee
b. The amount of dues for the academic year will be ten dollars
c. Dues are paid once an academic year for a member to retain their dues paying membership
d. If a member is not able to provide dues as a result of extenuating financial circumstances, the officers may approve a fee waiver one time (this can only occur once during a member’s educational tenure at Auburn University)
e. The amount of dues will not increase by more than $5 from the previous academic year

Article III: Elections

a. Election of officers for each academic year will be held by paper ballot between the second to last and last general meeting of spring semester
b. Nominations for officers will be accepted and collected for a period of two weeks prior to the election by the current co-chairs
c. Voting will be done by secret paper ballot conducted by the current co-chairs and treasurer unless one or more of them is running for office, in which case, individual(s) from the general membership, who are not running for office, will form an election committee which the Advisor will oversee
d. The Advisor of the organization should preside over the elections. If the advisor is unable to do so, a non-voting member or neutral third party will be selected to preside over the election
e. A simple majority of the voting members who respond to the ballot within the designated time frame shall determine the winner
f. Newly elected officers will assume duties at the closure of the meeting in which they are elected. Former officers will be responsible for ensuring successful offices transition
g. To be eligible to run for office, an individual must be a paying member, have attended at least 50% of organization functions (meetings, fundraising,
volume projects/outreach) during the previous academic year and have paid and remain current in their dues.

h. Should there be a need to impeach a current officer, the Advisor in conjunction with other faculty members will make a decision with the written recommendation of current officers not involved as well as a written statement of the complaint (detailing the problem believed to warrant impeachment) from individuals within the general membership.

i. Regarding the resignation of an officer, please see Article II, Section 4.

j. A term is one academic year. An individual member can hold a particular office for a maximum of two consecutive years.

Article IV: Meeting Requirements

Section 1:

Meetings will be held monthly during the long semesters within an academic year except during the months of January and August or as otherwise decided upon by the officers. Special meetings shall be called by any of the officers and/or Advisor.

Section 2:

The number of voting members required to vote on decisions placed before the general membership is seven.

Article V: Amendment of Bylaws

These bylaws may be amended or revised by proposing in writing the change at a general meeting of the membership. The proposed change will then be voted upon at the next general meeting with the approval of the majority of the voting membership present. All voting members must have access to the current version and the proposed version(s) for the seven days prior to the vote. Any and all changes should be clearly visible.