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 $5.00-10.00, 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, the American Psychological Association Division 17 Representative(s), the Outreach Chair, the Social Chair, the Faculty Representatives, and the Awards and Funding Chair will be elected positions. These six 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 spokespersons/representatives/external liaisons for the organization.
   c. Scheduling and running officer organization meetings.
   d. In the absence of volunteers, identifying committee chairs.
   e. Assisting the faculty representatives with organizing two process meetings each semester to provide time and space for program members to express concerns outside of regular meeting times.
   f. Ensuring that one student-led meeting is held each year for those who will be taking prelims and completing the psychotherapy project.

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.

f. Working with the Awards and Funding Chair, the Treasurer will maintain and keep an accurate record of all funds and awards.

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 explicit 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(s):

   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.

6. Outreach Chair:

   a. Informing members of outreach experiences that ACOPS members can participate for the betterment of the community and serving as a leader for such outreach events.

   b. In the event that the outreach chair does not lead an outreach event, they will act as a liaison between the leaders and members, as needed.
7. Social Chair:
   a. Informing members of social events within the program.
   b. Scheduling ACOPS socials, finding hosts, and assisting with arrangements for the interview socials.
   c. Managing the awards component of the End of the Year social.

8. Faculty Representatives:
   a. At least one faculty representative will meet with faculty for each COP faculty meeting. Pertinent aspects of the meeting will be shared with students during the following ACOPS meeting or by other correspondence, as necessary.
   b. Meeting with ACOPS members formally and informally to gather information to present anonymously to COP faculty.
   c. In conjunction with the co-chairs, faculty representatives will organize two process meetings each semester to provide time and space for program members to express concerns outside of regular meeting times.

9. Awards and Funding Chair:
   a. Maintaining a record of all documentation and awards.
   b. Supplying the record of funds and awards to the Treasurer to assist in keeping an accurate record of all ACOPS funds.
   c. Preparing receipts and required documentation to meet before the Organization Board prior to their last meeting of the year in April.
   d. Ensuring the Awards and Funding policy is upheld by all members requesting O-Funds.
   e. Maintaining records of all funds being requested through the Organization Board.
   f. Collecting and disseminating scholarship and award information that any ACOPS members are eligible to receive.

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 officers, 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, and if necessary in December. Meetings will be in the evening and rotate during days of the week (i.e., meetings may occur on Mon, Tues, Wed, or Thur). Should an entire cohort (or seven members) miss a meeting due to a class or practicum conflict, it is up to the discretion of the co-chairs to repeat a day of the week. 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 traveling funding granted through the Organization Board.

a. ACOPS members should first apply for the College of Education and the Department of Special Education, Rehabilitation, and Counseling, or SERC, funds. Then, individuals can apply to receive O-funds in March.

   • $7,500 for Programming, $300 for Operating, and $2,200 for Travel/Registration (does not include food).

b. Within 3 weeks of the last O-Board meeting in the Spring semester (which usually takes place in April), ACOPS will create one application which requests funds for several conferences and/or workshops for all students who seek funding for the
PAST ACADEMIC YEAR'S Summer, Fall and Spring semesters (through February 28/29). [For example in the Spring of 2018 this would include all travel for the following semesters: Summer 2017, Fall 2017, and Spring 2018 with receipts dated between the dates of March 1, 2017 – February 28 (or 29), 2018.]

- Starting on the first day of the fall semester in August (so the new Treasurer and Awards and Funding Chair can manage this), members (for the entire year not conference/workshop) can request up to $100 on a first come, first served basis. 3 weeks before the last O-Board meeting, any leftover funds can be evenly distributed among those who have applied for funding, and put in the application request.

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, the American Psychological Association Division 17 Representative(s), the Outreach Chair, the Social Chair, the Faculty Representatives, and the Awards and Funding Chair. 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.

Section 4: The ACOPS Diversity Committee is composed of any ACOPS members who notify the committee leaders their interest in joining. The committee’s members shall decide the leader(s) of the committee each year.

**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
Date last updated: July 30, 2018
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 five to 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,
volunteer 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.