

**CCP GSO Constitution:**

- Article I**      **Name of Organization:** Clinical and Counseling Psychology Graduate Student Organization (CCP GSO)
- Article II**      **Affiliations:** The CCP GSO currently does not have any local, state, or national affiliations.
- Article III**      **Purpose:** The purpose of this organization is to (a) serve as a liaison between the graduate students and faculty members of the Clinical and Counseling Psychology (CCP) Doctoral Program, (b) serve as a source of information for CCP graduate students, (c) promote social activities involving both graduate students and faculty members, (d) promote participation in professional development activities, and (e) impact departmental, college, and university policies affecting CCP graduate students.
- Article IV**      **Membership:** All enrolled graduate students of the Clinical and Counseling Psychology Doctoral Program automatically qualify for official membership. Students may then elect to participate in the CCP GSO upon payment of the yearly membership dues, in the amount of ten dollars.
- Article V**      **Officers:**  
**Titles:** President, Vice President, CCP Faculty Liaison, Secretary, Treasurer, and Professional Development Coordinator. There will also be committees on which members can serve as student representatives.  
**Term of Office:** All elected officers will serve one consecutive academic year, including Fall, Spring, and Summer terms. Officers may serve multiple terms.  
**Elections:** Officers and committee representatives will be elected at the outset of each new academic year, in the Fall term. Officers and committee representatives will be elected through paper balloting. Nominations will be accepted. All members will be able to vote for one candidate for each position, and will indicate their selection on a paper ballot. A simple majority vote will determine the elected officer. In the event of a tie, ballots will be recast.
- CCP doctoral student members in their first year of academic study may not be elected to the positions of President, Vice President, and CCP Faculty Liaison. These positions are reserved for doctoral student members in their second year (or higher) of academic study. CCP doctoral student members in their first year of academic

study may serve the positions of Secretary, Treasurer, and Professional Development Coordinator. These student members may also serve as committee representatives.

- Article VI** **Advisor:** The current Director of Clinical Training for the USA Clinical and Counseling Psychology Doctoral Program will automatically serve as the Faculty Advisor for the CCP GSO.
- Article VII** **Meetings:** All members of the CCP GSO will meet on a biweekly basis with the current CCP GSO Faculty Advisor. The current CCP GSO President will officially call meetings.
- Article VIII** **Quorum:** A majority representation of CCP GSO members will be required to officially transact business.
- Article IX** **Referendum and Recall:** Any official member may propose a referendum and/or recall, in writing, at any official meeting of the CCP GSO. A majority vote of members is required for a referendum and/or recall to be instated.
- Article X** **Amendments:** Any official member may propose an amendment, in writing, at any official meeting of the CCP GSO. A majority vote of members is required for an amendment to be instated.
- Article XI** **Ratification:** The current CCP GSO President will present the constitution for adoption and upon majority vote of all CCP GSO members, the constitution will be officially instated.

### **Bylaws:**

#### **Membership:**

As stated in the CCP GSO Constitution, "All enrolled graduate students of the Clinical and Counseling Psychology Doctoral Program automatically qualify for official membership. Students may then elect to participate in the CCP GSO upon payment of the yearly membership dues, in the amount of ten dollars." Members of the CCP GSO have an active voice in the organization and are encouraged to share their thoughts and opinions in a respectful manner. Members are responsible for attending official meetings and carrying out assigned duties. Members may opt to resign at any point in time; refund of membership dues will not be provided.

#### **Officer Duties:**

##### **President:**

The CCP GSO President shall:

- a. perform chief executive duties;
- b. direct and coordinate all main activities for the organization;

- c. delegate specific duties to officers and members;
- d. regularly assess the overall success of the organization;
- e. lead organized meetings and prepare meeting agendas;
- f. report at each CCP GSO meeting a summary of her or his activities which may be of interest to the CCP GSO members.

**Vice President:**

The CCP GSO Vice President shall:

- a. assist the President in the execution of her or his duties;
- b. fulfill the responsibilities and duties delegated to her or him by the President;
- c. in the absence of the President, perform all duties of immediate concern vested in the President;
- d. organize elections of the CCP GSO officers;
- e. organize orientation and training of the elected officers after the annual CCP GSO elections;
- f. attend all organized CCP GSO meetings;
- g. report at each CCP GSO meeting a summary of her or his activities which may be of interest to the CCP GSO members.

**CCP Faculty Liaison:**

The CCP GSO Faculty Liaison shall:

- a. fulfill the responsibilities and duties delegated to her or him by the President;
- b. serve as a representative of the CCP GSO while attending all scheduled CCP faculty meetings;
- c. serve as a liaison to the CCP faculty regarding academic and professional issues of importance to the CCP student body;
- a. attend all organized CCP GSO meetings;
- d. report at each CCP GSO meeting a summary of her or his activities which may be of interest to the CCP GSO members.

**Secretary:**

The CCP GSO Secretary shall:

- a. fulfill the responsibilities and duties delegated to her or him by the President;
- b. record and report meeting minutes for the organized CCP GSO meetings;
- c. perform any CCP GSO administrative duties;
- d. perform CCP GSO corresponding duties;
- e. perform CCP GSO bookkeeping;
- f. keep track of important CCP GSO documents;
- g. attend all organized CCP GSO meetings;
- h. report at each CCP GSO meeting a summary of her or his activities which may be of interest to the CCP GSO members.

**Treasurer:**

The CCP GSO Treasurer shall:

- a. fulfill the responsibilities and duties delegated to her or him by the President;
- b. collect yearly membership dues for the CCP GSO members;
- c. maintain a balanced budget of the CCP GSO and prevent deficit spending;
- d. manage the budget allocated to the CCP GSO by the USA Student Government Association;
- e. assist the fundraising committee in organizing the CCP GSO Annual Fundraiser;
- f. seek additional funding opportunities;
- g. attend all organized CCP GSO meetings;
- h. report at each CCP GSO meeting a summary of her or his activities which may be of interest to the CCP GSO members.

**Professional Development Coordinator:**

The CCP GSO Professional Development Coordinator shall:

- b. fulfill the responsibilities and duties delegated to her or him by the President;
- c. be a liaison to local, state, and national professional organizations;
- d. foster continuing education regarding student growth and professional development;
- e. be a liaison to the CCP faculty regarding colloquium activities;
- f. attend all organized CCP GSO meetings;
- g. report at each CCP GSO meeting a summary of her or his activities which may be of interest to the CCP GSO members.

**Committees:**

Official members of the CCP GSO may serve as a designated student representative on any committee of the Clinical and Counseling Psychology Doctoral Program. Current committees include:

**Class Representation:**

Each CCP doctoral cohort will have an elected student representative that will serve on this committee. Each doctoral class student representative will serve as voice for their cohort during CCP GSO meetings and other designated CCP functions regarding academic and professional issues of importance.

**USA Psychological Clinic:**

A CCP GSO member will be elected to serve on this committee as a student representative for clinic related policies, procedures, and issues affecting the overall functioning of the USA Psychological Clinic. This student representative may also attend clinic related meetings scheduled by faculty.

**CCP Fundraising/Social Events:**

A CCP GSO member will be elected to chair CCP GSO fundraising related events and organize the CCP GSO annual fundraiser, as well as delegate related tasks to CCP GSO members, in conjunction with the CCP GSO Treasurer. This member will also work to organize regular social functions for the CCP GSO.

**CCP Faculty and Student Search:**

A CCP GSO member will be elected to serve as a student representative on new faculty and student search committees run by the CCP faculty and will serve as a liaison. This student representative will provide feedback to the CCP faculty on behalf of the CCP GSO.

**CCP New Student Orientation:**

A CCP GSO member will be elected to serve as a student representative for issues related to new CCP student orientation. This student may assist with CCP Student Interview Day and/or New Student Orientation.

**Finances:**

Currently, the CCP GSO is responsible for its own funding. Members of the CCP GSO will be responsible for a \$10 annual fee, to be collected at the beginning of the Fall academic term. The CCP GSO will hold at least one major fundraiser a year, and will continue to seek additional opportunities to gain funding thereafter.

**Order of Business:**

A meeting agenda will be prepared by either the CCP GSO President or Vice President for each meeting. Meetings will begin with an introductory statement by the President and will follow with an officer check-in. Students serving as student representatives on faculty committees of the Clinical and Counseling Psychology Doctoral Program will also have a time to check-in and gain feedback from members. All members will have time to discuss points of business during meetings.

**Student Mentorship:**

All CCP GSO student members in their first year of academic study will be paired with a CCP GSO student mentor in their second year of academic study. The student mentor will serve as a source of academic and professional support and guidance during the CCP doctoral program of study.