

Bylaws of the University of New Orleans Counseling Organization of Graduate Students (COGS)

ARTICLE 1 – NAME

1.1 This organization shall be called Counseling Organization of Graduate Students (COGS)

ARTICLE 2 – PURPOSE

2.1 The Counseling Organization of Graduate Students seeks to promote the development of both the counseling student and graduate program through education, advocacy, collaboration, and training opportunities in order to ensure the highest level of proficiency, improve the quality of student experience, and provide a deeper connection to the communities in which we hope to serve as mental health professionals.

ARTICLE 3 – MEMBERSHIP

Section 1: Eligibility

The following shall be deemed eligible for nomination to membership in COGS:

3.1.1 Students: Open to all students engaged in full or part-time study in the University of New Orleans CACREP Accredited Program in Counselor Education. May be admitted as a student member upon application and endorsement by the COGS faculty advisor.

3.1.1.1 Members must have been admitted to the UNO Counselor Education Program. If potential member is not yet admitted to the program, admission must be approved by the Executive Board.

3.1.1.2 Members must be in good academic standing, defined as a 3.0 GPA.

3.1.2 Faculty: Eligible faculty membership shall consist of individuals who hold a terminal degree (Ph.D./Ed.D) in Counselor Education. They should have given evidence of distinguished scholarship and professional service to the profession of counseling or by a pattern of activities of scholarship and service which is deemed indicative of such for continued future contributions.

3.1.2.1 Faculty members must be National Certified Counselors (NCC's), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC's), or graduates of CACREP or CORE counselor education accredited programs, or be credentialed by comparable standards as determined by the Executive Board. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

3.1.3 Alumni: Open to all alumni who are graduates of the University of New Orleans CACREP Accredited Program in Counselor Education.

Section 2: Election to New Membership

3.2 Invitation to membership shall be issued to candidates via email and announcements

Section 3: Membership Categories

All student and alumni members of COGS shall be considered an active members or an inactive member, defined as:

3.3.1 Active Member: A current classified student meeting the requirements of membership enrolled in the Department of Counselor Education or alum of the Masters or Doctoral programs in Counselor Education, registered with COGS and in good financial standing with the organization

3.3.1.1 Maintains all privileges afforded to active members as specified in the bylaws of COGS

3.3.2 Inactive Member: A member may be dropped from COGS for non-payment of dues

3.3.2.1 Inactive members may participate in chapter events as approved by the Executive Board

3.3.2.2 They may not have voting privileges, hold office or chair positions, or run for an officer position or chair positions.

Section 4: Dues and Fees

3.4.1 Membership dues are \$10 per semester or \$20 per academic year. COGS accepts cash or money order.

3.4.2 All members shall be required to pay the individual dues amounts and fees required by COGS in order to maintain active status.

3.4.3 Members seeking to be reimbursed for expenses must provide a printed receipt to the Treasurer with a written request for reimbursement. Reimbursement is subject to Executive Board approval.

ARTICLE 4 – CHAPTER OFFICERS AND RESPONSIBILITIES

Section 1: Elected Officers

4.1.1 The elected officers of COGS shall be President, President-Elect, Secretary, Treasurer, Student Member-at-Large, and Alumni Member-at-Large.

4.1.2 All officers of the Association shall be elected at large from the members of the association, except the Treasurer, whom the COGS Faculty Advisor shall appoint. Only COGS President and Treasurer will be authorized to spend COGS funds.

Section 2: Executive Board

4.2.1 Executive Board shall be the governing body of COGS. It shall transact all business relating to COGS as a whole between meetings.

4.2.2 Executive Board shall be responsible for planning an activity calendar for the year, which is distributed to all members.

4.2.3 The term of the office for all elected officers shall begin on May 1, and no officer may serve more than one consecutive term in the same office. The President, the President-Elect, and the immediate Past President shall serve for a period of one academic year. In the event that elected officers are unable to serve their complete terms of office, the remaining chapter officers and Chapter Faculty Advisor may conduct another election or appoint individuals with demonstrated interest and ability to serve in the offices needed for the success of COGS.

4.2.4 Any elected officer of COGS may be removed for cause. Sufficient cause for removal includes, but is not limited to: violation of COGS Bylaws and policies; violation of rule, practice or procedure adopted by COGS; any conduct deemed prejudicial to the best interests of COGS. Prior to a vote on the matter of removal of an elected office, COGS Executive Committee shall hold a formal hearing. At least thirty (30) days in advance of the hearing, Executive Board shall send by registered mail to the last recorded address of the office a statement of charges and notice of time and place of the hearing at which charges shall be considered. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The office may present any defense to the charges before any action is taken. COGS Executive Committee shall adopt rules to ensure due process to the officer. Executive Board may act for removal upon a two thirds affirmative vote.

Section 3: Responsibilities

The duties of the elected officers shall include, but are not limited to the following:

4.3.1 President

1. Serve as presiding officer of COGS
2. Serve as a member and chairperson of the Executive Committee
3. Appoint all necessary committees
4. Promote positive communication with Faculty Advisor, Executive Committee and community
5. Oversee the productivity, responsibility and accountability of all chapter officers
6. Lead membership through a goal development and tracking process

4.3.2 President-Elect/Vice President

1. Oversee all internal aspects of COGS, including membership
2. Work with Secretary to develop and distribute the newsletter
3. Work as historian of COGS, maintaining a collection of minutes, bylaws and previous relevant information

4. Ensure productivity and accountability of membership
5. Promote positive communication with committee chairpersons (Report to Executive Council; Member at Large)
6. Delegate duties to committee chairpersons and primary members

4.3.4 Secretary

1. Complete all chapter paperwork
2. Maintain a record of membership applicants, including current status
3. Record minutes from Chapter and Executive Board meetings and distribute to appropriate parties via email within 72 hours
4. Maintain and distribute Chapter calendar
5. Create with President agendas for Chapter/Executive Board meeting by soliciting for announcements and topics for officer reports

4.3.4 Treasurer

1. Oversee all areas of Chapter finances and ensure the long term fiscal health of the Chapter
2. Oversee the creation of Chapter budgets for each academic term to be approved by the Executive Board
3. Ensure the tracking and timely collection of all accounts receivables such as member dues, fundraising checks, National Office rebates
4. Ensure the tracking and timely payment of all accounts payable, such as National dues, conference registration, expenses associated with committee budgets and reimbursements.

4.3.5 Student Member-At-Large

1. Attend committee meetings
2. Represent membership in Executive meetings
3. Promote new student membership (i.e. classroom announcements)
4. Maintain membership-at-large email for student, alumni, and faculty communication
5. Maintain COGS bulletin board

4.3.6 Alumni Member-At-Large

1. Attend committee meetings
2. Represent membership in Executive meetings
3. Promote new alumni membership (i.e. e-mail announcements)
4. Maintain membership-at-large email for student, alumni, and faculty communication

ARTICLE 5: CHAIR POSITIONS AND COMMITTEES

5.1 The organization committees will be as follows:

1. Education Committee: Plan events and initiatives which provide relevant information to members.

2. Advocacy Committee: Plan events and initiatives which advocate for the professional and the student members.
3. Collaboration Committee: Plan events which link COGS members with other professionals throughout the program and community.
4. Training Committee: Plan events and initiatives which provide relevant skills and techniques to student members.
5. Mentoring Committee: Plan and implement the Masters Mentoring Program.

5.2 The duties of all chairpersons are as follows:

1. Promote positive communication with the President Elect through regular correspondence via email, phone or meetings. In the event that the President Elect is unavailable, it is the responsibility of the Chairperson to contact the President
2. Submit reports, updates, and announcements to the Secretary for inclusion on the COGS , meeting agendas, bulletin board and website
3. Meet as necessary with appointed committee
4. Submit proposed budgets to be approved by Executive Board and Faculty Advisor no later than fourteen (14) days before schedule event.

ARTICLE 6 - NOMINATIONS AND ELECTIONS

Section 1: Executive Board Elections

6.1.1 Elections for Executive Board positions will take place at end of the Spring Term

6.1.2 The elected President must have served on the COGS Executive Board during the previous term.

6.1.3 The election process shall be a three week process:

Week 1: Call for nominations via email

Week 2: Candidates submit no more than 150 word biography to Executive Board. Nomination ballot will be emailed no later than March 1, with a statement indicating the ballot must be emailed by 12 midnight March 15.

Week 3: Election of officers by majority vote at regularly scheduled meeting on or around April 1. If majority is failed to be reached, the candidate with the fewest number of voices is disqualified, and a second vote is taken.

6.1.4 Chapter officers elected shall be notified immediately. They shall take office at the beginning of COG's new business year as defined in Article 10.

6.1.4.1 They shall serve the terms listed herein or until their successors are duly elected and installed.

6.1.4.2 Each officer shall transmit all records of the office to his or her successor no later than April 15.

Section 2 Chair Positions

6.2.1 Chair positions shall be appointed by the President and ratified by the Executive Council.

ARTICLE 7 - MEETINGS

Section 1: Parliamentary Authority

7.1 The rules contained in the most recent revised edition of *Robert's Rules of Order* shall govern COGS in the conduct of its business.

Section 2: Time and Place

7.2 COGS shall meet no less than once per academic terms at a location designated by the Executive Board

Section 3: Agenda

7.3 All meetings shall adhere to a customized agenda for each meeting. The agenda shall be prepared in advance and be distributed to all members via email. The agenda shall follow the following template:

1. Call to Order
2. Roll Call
3. Officer Reports
 - a. Report of President
 - b. Report of Vice President
 - c. Individual Committee Reports
 - d. Report of Secretary
 - e. Report of Treasurer
 - f. Report of Student Member-At-Large
 - g. Report of Alumni Member-At-Large
4. Old Business
5. New Business
6. Announcements
7. Recap of Responsibilities
8. Motion for Adjournment

ARTICLE 8 - AMENDMENTS

8.1 An amendment to the By-laws will require an affirmative vote by two-thirds of the active COGS members present.

8.2 All amendments shall be presented in writing at a chapter meeting prior to the one at which action will be taken.

ARTICLE 9 - CHAPTER YEAR

9.1 COGS' business year shall be designated by the Executive Board. Officers will normally serve their terms from May 1 to April 30 of each year.

ARTICLE 10 - DISSOLUTION

10.1 The University of New Orleans COGS Chapter may be dissolved by a two-thirds affirmative vote of the current active membership.

10.2 In the event of the dissolution of COGS, all chapter funds remaining after payment of debts shall be sent to the Faculty Advisor of the COGS Executive Board to be used to the benefit of the UNO Counselor Education program.