

Guidelines for a Counselors for Social Justice Student Organization Constitution

Please use the following outline as a guide to complete your constitution. Student chapter constitution must be in accordance with the National Counselors for Social Justice constitution. Policy statements, and mission statement.

- Article I.** The official name of the organization – ‘Counselors for Social Justice – your university name’ is recommended
- Article II.** Mission Statement, A detailed declaration of purpose of the proposed student chapter of Counselors for Social Justice National
- Article III.** A statement of affiliation with the national Counselors for Social Justice organization.
- Article IV.** The criteria for selecting membership
- Article V.** The criteria for voting membership (only university students, faculty and staff qualify as voting members, three-fourths of the voting membership must be students)
- Article VI.** The duties and privileges of membership
- Article VII.** The establishment of officers, their duties, and authority
- Article VIII.** The procedures for selection and removal of officers (All officers must be current, regularly enrolled students in good academic standing at their universities)
- Article IX.** The frequency of meetings
- Article X.** Dues of the organization, including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership. All members of the student organization must join the Counselors for Social Justice national organization with a portion of those dues being allocated to the student chapter.
- Article XI.** The procedures for decision-making (i.e., the use of parliamentary procedures and the process of voting) in the name of the organization (must include the definition of a quorum)
- Article XII.** Establishment of committees, if applicable

- Article XIII.** Provision for the selection and replacement of faculty/staff advisor
- Article XIV.** Provision of disbursal of organization assets, should the organization become defunct. All moneys and assets shall be returned to the parent national association, Counselors for Social Justice.
- Article XV.** A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules
- Article XVI.** Statement of Ratification for this document (i.e. by a 2/3 vote of the membership on date)

Counselors for Social Justice - Texas State University Example Constitution

ARTICLE I. Official Name of the Organization:

Counselors for Social Justice – NAME of University

ARTICLE II. Declaration of Purpose:

Counselors for Social Justice is a community of counselors, counselor educators, and graduate students who seek equity and an end to oppression and injustice affecting clients, students, counselors, families, communities, schools, workplaces, governments, and other social and institutional systems.

ARTICLE III. Statement of Affiliation:

Counselors for Social Justice-NAME OF UNIVERSITY(CSJ-__U) is a chapter affiliate of the national, parent association Counselors for Social Justice; a division of the American Counseling Association.

ARTICLE IV. Criteria for Selecting Membership: All members are required to join the Counselors for Social Justice national association.

- A. Student Members - A student engaged in study in Texas State University Professional Counseling Program may be admitted as a student member upon application and endorsement by this organization's faculty advisor. Student members must remain in good academic standing with Texas State University.
- B. Associate members – Counselors, counselor educators, and students that are interested in counseling for social justice and have a desire to uphold the purposes and principles of CSJ may be admitted as an associate member upon application and endorsement by this organization's faculty advisor
- C. Termination of Members- A member may be dropped from membership for any conduct that tends to injure CSJ or to affect adversely its reputation, or that violates principles stated in ACA's Code of Ethics, CSJ-NAME OF U's Constitution, and University Policy.

ARTICLE V. Criteria for Voting Membership:

Only NAME OF University students, faculty and staff qualify as voting members, and three-fourths of voting membership must be students.

ARTICLE VI. Duties and Privileges of Membership:

All members in good standing shall be eligible to vote and to hold office in CSJ-TSU. Elections will be held every spring semester.

ARTICLE VII. Establishment of officers, their duties, and authority:

The officers of CSJ-NAME OF U shall be President, Vice President, Treasurer, Secretary, Past-President, and Project Initiatives Coordinator. All terms of service are 1 year, beginning Fall academic semester (typically late August).

A. President

The President shall:

- (1) Exert leadership in the achievement of the mission of CSJ-INITIALS OF U;
- (2) Preside over all regular monthly meetings and officer meetings; and
- (3) Appoint chairpersons of all CSJ-INITIALS OF U committees, unless otherwise specified in these bylaws or in the motion of establishing the committee.

B. Vice President

The Vice President shall:

- (1) Perform the duties of the President in the absence or incapacity of the President; and
- (2) Create, update, and maintain the official CSJ-INITIALS OF U webpage;
- (3) Employ strategies for recruiting new members and maintain record; and
- (4) Carry out such other duties and responsibilities as may be assigned by the President and the Officers of CSJ-INITIALS OF U.

C. Treasurer

The Treasurer shall

- (1) Create and maintain a list of members who have paid their national CSJ dues;
- (2) Create and maintain a list of meeting attendance;
- (3) Keep track of monetary transactions for CSJ-INITIALS OF U;
- (4) Implement fund-raising strategies; and
- (5) Carry out such other duties and responsibilities as may be assigned by the President and the Officers of CSJ-INITIALS OF U.

D. Secretary

The Secretary shall:

- (1) Keep record of the proceedings of all regular monthly meetings;
- (2) Maintain online communication between the officers and members via social media and email;
- (3) Be empowered to execute official documents of CSJ-INITIALS OF U as secretary of the Organization; and
- (4) Preside at meetings of the in the absence of the President, Vice President, and Treasurer; and
- (5) Carry out such other duties and responsibilities as may be assigned by the President and the Officers of CSJ-INITIALS OF U.

E. Past-President

The Past-President shall:

- (1) Plan, organize, and reserve space for social events;
- (2) Maintain contact with members who have graduated;
- (3) Preside at meetings of the in the absence of the President, Vice President, and Treasurer; and
- (4) Carry out such other duties and responsibilities as may be assigned by the President and the Officers of CSJ-INITIALS OF U.

F. Project Initiatives Coordinator

The Project Initiatives Coordinator shall:

- (1) Preside over the Project Initiatives Committee;
- (2) Develop and Implement programs and activities relating to the concerns of CSJ-INITIALS OF U;
- (3) Update and maintain bulletin boards on the NAME OF UNIVERSITY campuses
- (4) Carry out such other duties and responsibilities as may be assigned by the President and the Officers of CSJ-NAME OF U;

ARTICLE VIII. Procedures for Selection and Removal of Officers:

All officers must be current, regularly enrolled students in good standing at NAME OF University. Elections for officer positions will be held annually and will require a majority vote for appointment to an office.

ARTICLE IX. Frequency of Meetings:

Meetings will be held monthly. Additional meetings may be arranged upon organizational need.

ARTICLE X. Dues of the Organization:

All members of the Counselors for Social Justice – NAME OF University student organization will join the Counselors for Social Justice national organization with portion of those dues being allocated to the student chapter.

ARTICLE XI. Process of Decision-Making within the Organization:

- A. Any member may present a proposal that will be decided upon by the officers of CSJ-TSU, according to the mission of CSJ-INITIALS OF U.
- B. Officers may decide to allow the proposal to be voted on by the members at a regular monthly meeting or through appropriate media outlets.
- C. A minimum of ten member votes must be required in any official voting procedure during a monthly meeting of CSJ-INITIALS OF U or through appropriate media outlets.

ARTICLE XII. Establishment of Committees:

- A. Committees will form based on the needs of CSJ-INITIALS OF U;
- B. Membership will be determined by volunteer.

ARTICLE XIII. Process for the selection or replacement of faculty/staff advisor:

- A. Shall follow the decision-making process outlined above.

ARTICLE XIV. Provision of disbursement of organization assets, should the organization become defunct:

In the event that CSJ-INITIALS OF U becomes defunct, all assets shall be donated to charity.

ARTICLE XV. Process to Consider and Approve Amendments to the Constitution and/or to Add By-Laws and Additional Rules:

An amendment may be proposed at any monthly meeting or may be proposed in writing to the officers of the organization. Allocation of meeting time for discussion shall be provided and the proposal will be voted upon by present members to either ratify or reject the proposal.

ARTICLE XVI. Statement of Ratification for This Document:

This document has been ratified by an excess of 2/3rds of the membership of Counselors for Social Justice - NAME OF University on DATE OF RATIFICATION.

CSJ Bylaws Governing Branch/University Chapters

ARTICLE III – BRANCH/UNIVERSITY CHAPTERS

Section 1. Issuing Branch/University Chapter Charters

- a) A proposed branch/university chapter shall: (1) consist of at least 5 people (who are CSJ members); (2) apply to CSJ for a charter; (3) submit bylaws which must be congruent with the bylaws of CSJ, ACA, and their branch of ACA (if applicable); and, (4) provide a list of officers and members.
- b) Charter applications shall be considered by the Board at regularly scheduled meetings.

Section 2. Autonomy of Branches/University Chapters

A branch/university chapter shall be autonomous in the conduct of its affairs within the confines of its bylaws as long as activities of the branch/university chapter are in compliance with the bylaws of CSJ and ACA.

A branch/university chapter shall have the power to elect its own officers who must be members in good standing of CSJ and their branch/university chapter.

A branch/university chapter may levy and collect dues or other fees and shall have full control of the management and disbursement of such funds in providing its programs. Changes in the bylaws of a branch/chapters are not effective until approved by the CSJ Board and must be submitted in writing to the CSJ secretary at least two weeks prior to the board meeting.

Guidelines to establish chapters are available from the membership committee.

Section 3. Involuntary Revocation of a Chapter.

The Board shall have the power to revoke the charter of a chapter in the event of noncompliance with chapter, CSJ or ACA bylaws, or in the event of unethical or illegal behavior on behalf of the officers.

Before final action may be taken with respect to the revocation of the charter of a chapter, a notice of intent to revoke must first be passed by a majority of the Board present and voting, and the chapter in question must be advised in writing of the reasons for the proposed action. The chapter shall have until the next national meeting of the Association (but in no case less than nine months) to effect remedial measures.

Two-thirds of the votes cast by the members of the Board who are present at a meeting where there is a quorum shall be necessary to revoke the charter of a chapter.