

CONSTITUTION

PSI CHI Chapter at the University of Florida

MAY 2003

ARTICLE I – NAME

The name of this organization shall be the Psi Chi Chapter at the University of Florida, a local unit of Psi Chi, the National Honor Society in Psychology, also referred to in this context as the Chapter.

ARTICLE II – PURPOSE

Section 1. The purpose of Psi Chi shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

Section 2. This organization shall be not-for-profit and shall be non-commercial in nature. This organization shall conform to the regulations prescribed by the *Student Guide* and other laws and rules governing the University of Florida and its students. Hazing is, by all means, prohibited.

ARTICLE III – MEMBERS

Section 1. Active Members. Active members are students currently enrolled at the University of Florida who are making the study of psychology one of their major interests. All shall possess high standards of personal behavior. Active members must be current in payment of Chapter dues and shall be entitled to participate in all chapter meetings.

A. *Student members* shall be students enrolled in undergraduate or graduate programs at the time of induction. Only student members shall be entitled to hold chapter office or vote.

1. *Undergraduate students* shall be enrolled in the University of Florida (UF), have registered for major standing in psychology or for a program psychological in nature which is equivalent to such standing, have completed at least 3 semesters of the college course, have completed at least one semester at UF, have completed 9 semester hours of psychology, rank in the upper 35 % of their class in general scholarship, have a minimum grade point average of 3.2 on a 4.0 scale, and have a minimum grade point average of 3.5 in psychology courses.

2. *Graduate students* shall be enrolled in the University of Florida in psychology or in a program psychological in nature, and shall have a minimum grade point average of 3.5 on a 4.0 scale in all graduate courses, including psychology.

B. *Faculty members* of the University of Florida and other psychologists who met the current criteria when they were students may become associate members of the Chapter upon election to membership and induction into Psi Chi. Faculty Members shall not be eligible to hold chapter office or to vote.

Section 2. *Discrimination.* This organization, including all of its members, will not discriminate against anyone on the basis of race, creed, color, gender, age, nationality, disability or sexual orientation.

Section 3. Election to membership shall be by a two-thirds vote at a regular meeting of the Chapter. Service or attendance requirements shall not be added to membership eligibility standards.

Section 4. *Dues.*

- A. *National Dues.* Prior to induction, each prospective member shall pay an induction fee as determined by the National Society, which shall entitle the inductee to life membership without payment of further dues or assessments to the National Society.
- B. *Chapter Dues.* All active members shall pay chapter dues as established by the Chapter. The ceiling amount for Chapter dues shall be \$50 per year or \$35 per semester, but these amounts may be lower as specified in the Chapter's Standing Rules. For induction into Psi Chi, payment of Chapter dues is required only once, during the semester that the application for induction is filed. However, members must be current in payment of Chapter dues for subsequent semesters to maintain active membership status. Chapter dues may be waived for members who are current in payment of dues to the Psychology Club.

Section 5. Members are free to leave and dissociate without fear of retribution or harassment.

ARTICLE IV – OFFICERS

Section 1. The Executive Officers of the Chapter are the President, Vice President, Secretary, and Treasurer. Only Psi Chi members may serve as Executive Officers.

Section 2. At the regular chapter meeting preceding the meeting at which elections of officers is to be held, nominations shall be taken from the floor. A candidate may be nominated by another member or may nominate herself or himself. Before the election, additional nominations from the floor shall be permitted.

Section 3. *Elections.* The officers shall be elected by simple majority by written ballot to serve one year, and the term of office shall run from May 1st to May 1st of the following year. In the event there is only one candidate for an office, the election

may be by voice vote. Any student who has been inducted into Psi Chi, who is currently enrolled in UF, and who is current in payment of Chapter dues may run for office. Any student who is currently enrolled in UF, who has met the qualifications for membership, has formally applied, and has paid appropriate chapter and national dues, may also run for office even if not yet formally inducted by the National Office. The elections for Psi Chi officers are held toward the end of the spring semester and shall be separate from and subsequent to the elections for Psychology Club officers.

Section 4. *Dual Roles.* No member shall hold more than one office at a time, and no member shall serve more than two yearly terms in the same office. This clause does not prohibit Chapter officers from serving also as officers in a separate organization such as the Psychology Club.

Section 5. *Vacancies.* Should the office of President become vacant, it shall be filled by the Vice President. A vacancy in any other position shall be filled by the Executive Committee. The Executive Committee may opt to hold a special election for the position.

Section 6. *Removal of Officers.* Any elected officer may be removed with just cause. Decisions for such removal are to be made by majority vote of the Executive Officers. Guidelines for such removal include flagrant violation of an important duty of office and conduct that is prejudicial to the best interests of the Society. The chapter may establish other guidelines, such as attendance requirements, which shall constitute grounds for removal. Such requirements should be established in writing in the Standing Rules and approved by a majority vote of active members attending a regular chapter meeting.

Section 7. *Voting Requirements.* Only active members of the Chapter – that is any student currently enrolled at UF who has previously been inducted into Psi Chi and who is current in payment of Chapter dues – may vote. Any student who has met the qualifications for membership, has formally applied, and has paid appropriate chapter and national dues, may also vote even if not yet formally inducted by the National Office. Voting is permitted only by members present at the meeting during which elections are held. Proxies and absentee ballots are not allowed. It shall be the responsibility of the Executive Committee to assure that only qualified ballots are counted. These requirements apply to all elections restricted to voting by Psi Chi members only.

Section 8. *Standing Rules.* These rules are policies established in writing in the document titled *Standing Rules* and are approved by a majority of active members voting at a chapter meeting. They may be amended by a majority of active members voting at a chapter meeting provided at least one week's notice is given specifying the exact amendment that is proposed. Standing rules cover policies such as Chapter dues and criteria for removal of officers not otherwise established in the Chapter Constitution.

Section 9. *Officer Handbook.* It is a duty of the President to compile or update an Officer Handbook which describes the duties and responsibilities of each officer in moderate detail. The handbook should reflect the experiences of previous officers in

routine functions or novel undertakings, and should contain work sheets, records, and any other documentation that will help guide and facilitate each officer in performing his or her duties. The handbook should be updated and turned over to the new President at the end of the President's term of office. The new president should provide copies of the handbook to each new officer at the beginning of the school year. The policies specified in the Officer Handbook are subject to review and amendment through the same procedures as for the Standing Rules.

Section 10. Duties of Officers. The specific duties of each officer are spelled out in this Constitution, in the Standing Rules, and in the Officer Handbook. The general duties of the Executive Officers are as follows:

Section 10.1 President. The president compiles and updates the *Officer Handbook*, presides at all meetings and oversees the overall operations of the Chapter, insuring that all functions are carried out efficiently and effectively.

Section 10.2 Vice President. The vice president presides at meetings in the absence of the president, coordinates the applications and induction of new members into Psi Chi, and assists in other duties as may be assigned by the president.

Section 10.3 Treasurer. The treasurer receives and deposits funds into the Chapters bank account, spends Chapter funds for authorized Chapter expenses, keeps an up-to-date list of current dues-paying members, and keeps up-to-date records of balances and transactions involving Chapter funds. The treasurer shall make available all treasury records to the Executive Committee upon request.

Section 10.4 Secretary. The secretary compiles the roster of active Chapter members, compiles the roster of Officer participation Chapter events, takes roll of Officer attendance at officer meetings and general meetings, takes minutes at officer meetings and general meetings, and assists in other duties as may be assigned by the president.

ARTICLE V – MEETINGS

Section 1. Regular Meetings. The Executive Committee shall determine the number of regular general meetings to be held during the year and shall post a schedule of these meetings on a prominent bulletin board in the Psychology Building. Normally, general meetings are scheduled every two weeks during fall and spring terms, with officer (business) meetings held during the off weeks. Any active member may attend any meeting. See also ARTICLE XI – Section 3. *Joint and Separate Meetings*.

Section 2. Special Meetings. Special meetings can be called by the President or the Executive Committee and shall be called upon written request of 10 active members of the chapter. The purpose of the meeting shall be stated in the call, and business shall be limited to that which is stated in the call. Except in cases of emergency, at least 14 days notice shall be given. The meeting should be broadly publicized (by

way of emails and posting of notices in the Psychology Building) to active members of the Chapter.

Section 3. *Quorum.* Those active members present shall constitute a quorum for the transaction of business.

Section 4. *Psi Chi Induction Ceremony.* All newly inducted members of Psi Chi are entitled to attend the end of term banquet held jointly by the Psi Chi Chapter and the Psychology Club to participate in the formal Psi Chi induction ceremony. They may not, however, be entitled a discounted rate unless they are active members of the Psychology Club and have earned the discount through fundraising and other club activities.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Executive Officers.

Section 2. The Executive Committee shall have general supervision of the Chapter between its business meetings, fix the hour and place of meetings, make recommendations to the Chapter, cause all reports required by the National Society to be submitted in a timely manner, and shall perform such other duties as are specified in this constitution and the constitution, bylaws, and rulings of the National Society.

Section 3. Meetings of the Executive Committee shall be called by the President or by any 3 members of the Committee. Decisions by the Executive Committee shall be made by majority vote of the Executive Officers.

Article VII – FACULTY ADVISOR

Section 1. The Chapter shall have a Faculty Advisor who is a member of Psi Chi and a member of the faculty of the University of Florida. The Faculty Advisor is appointed annually by the Chapter to serve a one year term. The Faculty Advisor may serve two or more consecutive years in this capacity.

Section 2. The Faculty Advisor shall assist the Chapter in fulfilling its purpose and the requirements of the National Society. In the event that any question is raised about any chapter activity or provision of the Chapter Constitution or other governing rules or guidelines for the chapter, the Faculty Adviser, in consultation with the Psychology Department Chair and/or Psi Chi National Office where appropriate, shall be the final judge and arbiter.

Article VIII – COMMITTEES

Standing Committees and special committees may be established at the discretion of the Executive Board and shall be listed in the Standing Rules of the Chapter.

Club. Committees may be headed by a single chair or by co-chairs and should consist of at least three active members.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with any other governing document or special rules that the Chapter may adopt.

ARTICLE X – AMENDMENT OF THIS CONSTITUTION

Section 1. Amendments to this constitution may be suggested by any active member of the Chapter. The decision to submit a suggested amendment for a vote shall be made by at least two Executive Officers or by petition from at least five active members of the Chapter.

Section 2. This constitution may be amended by a two-thirds vote only at a general or special meeting of the Chapter held during the Fall or Spring semesters, provided adequate notice of the proposed amendment has been given to all active members of the Club at least two weeks prior to the meeting at which it is to be considered. The proposed amendment/s should be specified in the notice, and no other proposed amendment/s may be considered at the meeting. *Adequate notice* shall consist of posting the message on the Club's bulletin board in the Psychology Department, sending an email message to current active members of the Chapter, and making a verbal announcement about the proposed amendment at the meeting immediately preceding the meeting at which the amendment is to be considered. Only active members of the Chapter may vote on amendments.

Section 2. This constitution shall not be in conflict with the constitution and bylaws or rulings of the National Society. Any amendment of the constitution and bylaws or rulings of the National Society affecting this Chapter Constitution shall cause this document to be amended automatically to concur with such amendment.

ARTICLE XI – PARTNERSHIP WITH THE UF PSYCHOLOGY CLUB

Section 1. *History of the Partnership.* For over two decades, the Psi Chi Chapter and the Psychology Club have worked in close partnership with each other. Although they are two separate organizations, their closeness is reflected in the fact that they have been collectively called by the single name "Psi Chi / Psychology Club". In addition, the four executive officers of the Psi Chi Chapter have also been, by mutual agreement, the same executive officers of the Psychology Club. The meetings have generally been joint meetings, and the activities have been joint activities, with the Psychology Club managing most of the functions specified under Article VIII (Committees). Both organizations are served by a single Faculty Advisor. Both organizations have experienced enormous mutual benefits by pooling of

resources in this way, and it is the wish of the Psi Chi Chapter to continue this close partnership.

Section 2. *Overlapping Officers.* Because they are two separate organizations, the election of the Chapter officers is separate from the election of Psychology Club officers. It has not been problematic in the past for the same set of executive officers to serve both organizations, nor instead should it be contrary to our partnership for our respective organizations to elect different executive officers. Note also ARTICLE IV — Section 4 (*Dual Roles*) which allows Psi Chi officers to serve also as officers in the Psychology Club.

Section 3. *Overlapping Members.* Because they are separate organizations, the body of members in the Chapter is not the same as the body of members in the Psychology Club. Members of Psi Chi are not required to join the Psychology Club nor are members of the Psychology Club required (or necessarily qualified) to join Psi Chi. For students who are qualified, the Psi Chi Chapter strongly encourages joining and participating in both organizations.

Section 4. *Joint and Separate Meetings.* The two organizations have been seamlessly conducting joint meetings for decades. Only on occasions of strictly Psi Chi business, such as voting new members into Psi Chi, have non-Psi Chi members of the Psychology Club been excluded from our meetings. Just as the Psychology Club takes steps to exclude non-members from certain of its activities, the Executive Officers of the Psi Chi Chapter shall take steps to insure that only active Chapter members participate in the strictly Psi Chi business of voting for new members, voting for Chapter officers, or voting for our governing principles such as this Constitution.

