

# **Constitution of Psi Chi**

## **Article I – Name**

The name of this organization shall be the Psi Chi at Iowa State University.

## **Article II – Purpose**

The purpose of Psi Chi is to provide an environment in which individuals interested in psychology can further their knowledge and understanding of psychology. The goals of this organization are to facilitate communication among students, faculty, and individuals within and outside the university. To achieve these goals, Psi Chi will host workshops and panels that can assist undergraduate psychology majors in planning for graduate school, including but not limited to a “What is Grad School” information session, a Personal Statement Writing workshop, and a Graduate Student panel. The purpose of these sessions is to provide resources and information about graduate school to students who need clarification or assistance. Psi Chi will also partner with Iowa State’s Psychology Club for social events, where students from both organizations can come together to socialize and get to know peers who share similar interests.

## **Article III – Statement of Compliance**

Psi Chi abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. Psi Chi agrees to annually complete the President’s and Treasurer’s Training.

## **Article IV – Non-Discrimination Statement**

Iowa State University and Psi Chi do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S. veteran.

## **Article V – Membership**

### Section 1: Requirements

Membership shall be open to all students who meet the following criteria:

- Completion of three (3) semesters of full-time college coursework, not including the current semester
- Completion of one (1) semester at Iowa State University, not including the current semester
- Completion of nine (9) semester hours of psychology, not including the current semester
- Must be enrolled in a major or minor in psychology
- Cumulative GPA of at least 3.0 and rank in the upper 35% of class
- Psychology GPA of at least 3.0

- Demonstrate a high standard of personal behavior
- Students must receive an invitation in order to join. Invitations will be sent out during the Spring semester.

Section 2: Removal

- a. Reasons for removal may include, but are not limited to, failure to maintain a minimum GPA of 3.0, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.
  - A formal call for removal must first be brought to the officers of the organization. A member may request the removal of another member by emailing the President of the organization and requesting to discuss their concerns at the next officer meeting.
  - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
  - The voting method will be an anonymous virtual form or a secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commence. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Faculty Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. The member in question may request reinstatement 365 days after removal.
  - Member must submit a written request for reinstatement to officers.
  - Officers must reach a unanimous vote through a show of hands to reinstate member.

## **Article VI – Officers**

### Section 1: Officer Positions and Duties

All officers are expected to attend meetings of the executive committee and the annual Psi Chi induction ceremony (traditionally held on campus every Spring).

#### a. President

- Arrange and plan meetings
- Oversee all activities
- Order certificates for new members
- Order graduation cords
- Collect and distribute all mail
- Ensure all meetings and events maintain a high ethical standard and fulfill the mission of Psi Chi
- Complete President training
- Responsible for all risk management-related activities
  - Helps minimize potential risks for club activities, recommends risk management policies or procedures, submits documentation to ISU's Risk Management Office, and ensures that proper waivers and background checks are on file with Risk Management for events (if applicable).

#### b. Vice President

- Take over the President's duties when the President is absent
- Aid the President with any duties that are assigned
- Reserve rooms
- Participate in meeting planning (i.e., arranging food for meetings)
- Oversee induction preparations
- Send thank-you notes to speakers who attend meetings

#### c. Treasurer

- Setting up dues in the student marketplace each semester for new members to pay
- Obtain and keep track of all itemized receipts and purchases made with the Psi Chi P-card
- Verify all purchases made with the Psi Chi P-card
- Collaborate and support President and the entire executive team with planning and organizing events
- Complete Treasurer's and P-card training
- Apply for P-card

#### d. Secretary

- Take notes for meetings, and add them to the CyBox
- Inform members of any relevant information

- Maintain member email list
- e. Social Media Officer
- Take pictures at Psi Chi events
  - Create fliers for Psi Chi events/projects
  - Post pictures/event fliers/projects on Psi Chi's social media
  - Maintain a visual record of Psi Chi at Iowa State University
  - Advertise upcoming events by posting on social media, sending flyers to Psych Advising, and professors in the Psych Department
  - Facilitate any social activity with the executive team
  - Participate in meetings and come up with event ideas
- f. Psychology Club Liaison
- Attend Psychology Club meetings
  - Report back to Psi Chi executive team with Psychology Club information
  - Set up social events with Psychology Club
  - Participate in meeting planning
  - Be the bridge between Psi Chi and the Psychology Club
  - Organize joint executive meetings with Psi Chi and Psychology Club
- g. Graduate Student Officer
- Lead in recruiting graduate students for ad hoc events
  - Contribute to event ideas for combined graduate and undergraduate Psi Chi members
  - Share Psi Chi professional development opportunities with graduate students
  - Assist with the induction ceremony
- h. Graduate Student Representative
- Relay relevant information to the graduate students
  - Recruit graduate students as needed for events
  - Assist with the induction ceremony

Section 2: Method of Selection of Officers

- a. After the induction ceremony in the Spring, a general Psi Chi meeting will be held where the executive officers will discuss which roles will be empty for the coming year. This meeting will typically be held in late April or early May.
- b. For all vacant positions, current executive officers will identify possible candidates.
- c. Once identified, candidates will be contacted. If interested, they will undergo an informal interview process with several members of the current executive team.
- d. Once all candidates have been interviewed, the current executive team will deliberate and select their top candidates. Then, the new officers will be informed of the decision.

f. The term of office for all officer positions shall be one year, beginning immediately after they are elected (summer) and ending at the end of the following spring semester, although this is subject to change.

### Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
  - The officers will hold a special meeting with the Advisor to deliberate.
  - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
  - Voting will be conducted by secret ballot at a general meeting.
  - The vote will be announced at least one week prior to the meeting.
  - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commence. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

### Section 4: Officer Replacement

- a. In the event of an officer vacancy, an emergency meeting will be held.
- b. The next executive 'in line' to fill the position will be considered first. (e.g., if the president is absent, the vice president will be asked to step in)
- c. If the executive identified in the line above is unwilling or unable to fill the position, then all current executive members will be considered for the role.

d. If no current executive member can fill the role, then a general member of Psi Chi will be identified and invited to fill the role.

#### Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 3.0. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

### **Article VII – Advisor**

#### Section 1: Duties

The duties of the advisor are to provide general oversight to the group and ensure that the organization complies with the standards set forth by Iowa State University and the Memorial Union Student Engagement.

#### Section 2: Method of Selection

All Faculty Advisors will be selected by the Psychology Department Chair.

#### Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

#### Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
  - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.

- b. The Advisor must be notified and given reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

#### Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII, Section 2.

### **Article VIII – Finances**

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of Psi Chi, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues for this organization are a one-time membership fee of \$80, which covers the dues required to be a member of the national chapter of Psi Chi, as well as Iowa State University's chapter of Psi Chi.
  - a. Membership fees will be collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.

### **Article IX – Amendments and Ratification**

- a. The amendment process may be initiated by any club member.
  - Requests for amendment must be submitted in writing to the club officers
  - The officers must have a majority vote of approval to move the amendment to a general membership vote.
  - Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of club membership present at the meeting.
  - Voting will take place at a club meeting.
  - Voting will be conducted by show of hands.

d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.

e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- Notification of these changes must be communicated at the next full organizational meeting.