

Graduate Students of Psychology Constitution and Bylaws

Graduate Students of Psychology Constitution

Article I: Name & University Relation

The name of this organization shall be Graduate Students of Psychology (GSP). GSP is a recognized member of Iowa State University (ISU) Student Organizations.

Article II: Purpose

Section One: Statements of Purpose

Purpose One: GSP serves to represent members' interests to other bodies and organizations, not only within the Department of Psychology, but also within the larger university. The general membership elects representatives to several committees and bodies throughout the department and university. Through these representatives, concerns and issues can be raised and addressed.

Purpose Two: A secondary purpose of GSP is that it serves as a conduit of information. At each meeting, officers and representatives of GSP share information with the GSP membership that each obtained through their roles. This information often times has direct impact on the GSP membership.

Purpose Three: Another function of GSP is to provide a venue for students to congregate and socialize with each other. This is accomplished by organizing no less than six general meetings per semester, scheduled prior to proctoring obligations, at which students can interact with other members. Socialization is facilitated at these meetings by the provision of food. Socialization of GSP members is also facilitated by the planning and funding of extra events throughout the semester. These events typically include such gatherings as ice cream socials, theme parties, participation in intramural sports, and other outings sanctioned and funded by GSP (e.g., movie nights, karaoke, ice skating, game nights, etc.).

Purpose Four: GSP also subsidizes members' expenses for a variety of activities and events. Most notably, GSP subsidize copying costs in the graduate student copy room in W263 Lagomarcino Hall. Additionally, GSP subsidizes external events that GSP members participate in, provided any subsidies are approved by the general membership. Examples include planned events in which all members are invited to participate.

Section Two: Adherence to Other Organizations' Laws and Policies

GSP abides by and supports established Iowa State University policies, State and Federal Laws.

Article III: Membership

Section One: Membership Inclusion

Membership shall be open to all registered graduate students in the Department of Psychology at Iowa State University. GSP does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, gender identity, marital status, disability, or status as a U.S. Veteran.

Section Two: Membership Attainment

No formal application process exists. Members obtain membership through the payment of dues. Dues are collected by the end of the month of September and allow members full privileges throughout one academic year.

Section Three: Membership Commitment

As a member, one is strongly encouraged to attend all organizational meetings, pay dues, and actively participate in activities sponsored by the organization.

Section Four: Voting Rights

Only members who have paid annual dues will have the right to vote on any matter before the general GSP membership.

Section Five: Membership Revocation

Membership will be revoked by three-quarters hand-vote of the general membership if actions are deemed inappropriate by the membership.

Article IV: Officers

Section One: Designation of Officers

GSP designates the following official positions up for annual election: President, Vice President, Treasurer, Secretary, Department of Psychology Graduate Programming Committee Representative, Department of Psychology Cognitive Division Representative, Department of Psychology Social Division Representative, Department of Psychology Counseling Division Representative, Department of Psychology Grievance Committee Representative, Social Activities Coordinator, Event Coordinator, Historian-Webmaster, and Graduate and Professional Student Senate Representatives.

Section Two: Description of Offices and Duties

President: The president's primary duty is to oversee the functioning of GSP as a body. It is his/her job to make sure that the initiatives, settled upon during GSP meetings and through email, are carried out. However, delegation is one of the president's most valuable tools. The president is usually responsible for the following routine needs:

- Solicit meeting agenda items (as needed) prior to meetings, and set a coherent agenda.
- Determine dates and times of meetings, reserve a room, and announce these meetings to the GSP members.
- Order food and beverages for the meeting.
- Conduct the business of the meeting.
- Make responsible decisions about expenditures when voting is not practical.
- Ensure that GSP resources are used appropriately.
- Address both member and nonmember questions, issues, or concerns presented via personal contact or email in a timely manner.
- See to the election of the officers for the following year (see election process in later sections of this article).
- Ensure the coordination of various social events sponsored by GSP (e.g., Halloween, Holiday, End of the Year parties)

Vice President: Assists the president as needed or requested. Runs GSP meetings when the president cannot. Is an active participant at all GSP meetings and encourages group participation. Oversees and/or joins committees for special tasks. Assists GSP members who hold other positions as necessary or requested.

Treasurer: Responsible for entering and maintaining basic accounting records (debits and credits to the GSP account), collecting dues, collecting copier fees from members, and preparing payment vouchers for expenses like food, beverages, and miscellaneous party supplies (except alcohol). The Treasurer is also in charge of submitting applications to various organizations (e.g., GPSS) for funding to purchase books, to provide guest lecturers, and to meet other needs proposed by GSP. Maintain office supplies in the graduate copy room.

Secretary: Responsible for taking minutes at GSP meetings and emailing a summary of the meeting to other students by the end of the week in which meetings are held. The Secretary also posts any information (job announcements, conferences, special programs, etc.) received by the department in the Graduate Reading Room (a.k.a. the Copy Room).

Department of Psychology Graduate Programming Committee Representative: Attends Departmental Graduate Programming Committee meetings every other week and sometimes more if issues arise. The representative is the student voice for this committee and acts as a liaison between students and faculty. The representative disseminates information from the committee to other students when necessary.

Department of Psychology Area Representatives (Cognitive, Social, and Counseling Divisions): Attends the area faculty meetings. Provides input to the faculty and relays information back to students. If someone needs an issue to reach faculty members in their particular area, they can contact their representative and the issue will be brought up at the next faculty meeting.

Department of Psychology Grievance Committee Representative: The student elected to serve on this committee represents the opinions and interests of the graduate students in psychology as well as the department in the determination of the validity of grievance claims levied against the department by graduate students. Tasks involved in this process may include reading grievance claims, interviewing involved parties, discussing facts with other committee members, and deciding upon the best course of action to resolve the grievance.

Social Activities Coordinator: Organizes and promotes social activities (movies, parties, game nights, intramurals, etc.) for GSP members. More specifically: reports on upcoming events at GSP meetings, gauges interest in activities, organizes committees for larger events (holiday party, etc.). This person is also often sole organizer for smaller events. Helps maintain “fun” aspect of GSP mission.

Event Coordinator: Sends out emails to inform people about worthwhile events happening in Ames or nearby areas. The selection of events (social, political, artistic, etc.) to be publicized is rather flexible and up to whoever holds the position.

Historian-Webmaster: Maintain and update GSP website. Duties may additionally include updating officer information and position descriptions, as well as posting meeting minutes, future agendas, future events information, news, updates, and social gathering reviews and pictures. The historian-webmaster should possess basic website design/maintenance skills (e.g., Dreamweaver, FrontPage) or a willingness to learn such skills on her or his own time.

Graduate and Professional Student Senate Representatives (GPSS): The senator is the graduate student representative to the main government body for graduate students GPSS. Each ISU department, as well as Veterinary Medicine, that has graduate students is allowed one senator per 50 students. Each senator serves as the link between the graduate students of their department and the senate—making sure student issues are heard, learning about and sharing information pertaining to university and graduate college, and advancing and supporting legislature that positively affects all graduate students. GPSS senators attend monthly GPSS meetings held on the last Monday of the month. Meetings take anywhere from an hour to two hours to hear current issues. Senators vote on various issues and hear speakers come talk about issues directly impacting graduate students. Senators also partake in the planning of two social events per year for all graduate students. The senators should also be active in keeping the students in their department informed and knowing where the graduate students stand on most issues to vote in a manner consistent with what those graduate students would want.

Section Three: Requirements for Officer Candidates

All persons seeking an elected office must

- Be a dues paid member of GSP.
- 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 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- 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.
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the previous requirements.

No prior GSP elected official experience is required for any positions, except for the office of President. Any candidate for the office of President is required to have served at least one year in another elected GSP position to be eligible to run for President. There are no restrictions on what official positions qualify, other than that it must have been voted on by the entire GSP body (e.g., Vice President, Treasurer, Historian).

All candidates must be nominated for candidacy either by another GSP member or by her or himself. Additionally, the candidate must accept this nomination either in person or in writing to the presiding president within 24 hours of said nomination in order to be placed on the ballot.

Section Four: Election of Office

Election of officers will be held during the month of March using a counter-balanced secret ballot and will require a simple majority vote from the general membership. If a candidate fails to receive a simple majority of votes, a run-off election will be held between the two top candidates that received the most votes. This run-off election will occur within one week of the previous vote. Members interested in becoming an officer must meet the requirements detailed in Section Three of this article.

Section Five: Term of Office

The term of office for all positions, except GPSS senators, will be one full academic year, starting in August and extending through the following May. The term of GPSS senators will be one full calendar year, starting the April after election and extending through the following March.

Any officer may run for reelection, provided they meet the requirements for office, as described in Section Three of this article.

Section Six: Removal from Office

An officer may be removed from office by way of a two-thirds majority hand-vote of the entire GSP membership. The criteria for consideration of removal include: the actions of the officer are deemed inappropriate by the membership; the elected official fails to maintain good standing with the university; or the elected official fails to be enrolled at least half-time during the term of office. Prior to removal vote, the officer in question is permitted to speak before the general membership about the charges made concerning his or her performance. The officer is not permitted to participate in the deliberation of the general membership regarding the charges.

In the event of presidential impeachment, the vice president will preside over the removal proceedings. The same criteria and procedures will be followed, as detailed above.

Section Seven: Replacement Procedures

Upon vacancy of any office, the president or, in the case of a presidential vacancy, the vice president will solicit nominations from the general membership for a period of one week. All requirements for officer candidacy detailed in Section Three of this article apply. A counter-balanced secret ballot will be used for a vote from the general membership. A simple majority of the voting members is required for a candidate to be elected to the vacant office. If a candidate fails to receive a simple majority of votes, a run-off election will be held between the two top candidates that received the most votes. This run-off election will occur within one week of the previous vote.

Section Eight: Adviser

The GSP adviser shall be a Department of Psychology faculty member, appointed by that department. The adviser is appointed for the entire academic year, unless removed by the department, and shall oversee all GSP functions and finances, providing guidance and consultation, where deemed necessary by the adviser.

Article V. Finances

The treasurer shall maintain all financial records.

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 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Dues: The organization may establish reasonable dues, not to exceed \$30.00 per annum, that must be paid by all members. The amount of dues will be determined by the President and Treasurer and presented to the general membership for a vote. Two-thirds majority of the general membership is required for approval of the amount of dues. This vote will occur during

the first meeting of the general membership at the beginning of the new academic year. Dues must be paid within two weeks of this determination, as specified in the bylaws.

Bills: GSP subsidizes copying fees in the graduate copying room in W263 Lagomarcino Hall. The treasurer will provide accounts of all monies owed to the department for used copies by each individual in the general membership by the end of the second week of each academic semester, as specified in the bylaws. These bills must be paid by the fourth week of the following academic semester or suffer the penalty, as specified in the bylaws.

General Expenditures: GSP will provide food and non alcoholic beverages not to exceed \$100.00 for each organization meeting. These expenditures will be paid for through organization vouchers, where possible, and must be approved by the President, Treasurer, and Advisor. Any expenditure for items through vendors that do not accept vouchers must be paid for by personal accounts that will be reimbursed through the Treasurer with the approval of the President, Advisor, and Treasurer.

Event Funds: GSP will reimburse members who organize events that are sanctioned by GSP and that invite the entire GSP membership (e.g., parties, gatherings, etc.). The amount of reimbursement will be determined by the number of individuals attending the event, as specified in the bylaws.

Result to Funds upon Organization Dissolution: All funds will be donated to the Department of Psychology of Iowa State University, should GSP be dissolved.

Article VI. Amendments & Ratification

Section One: Ratification

This constitution shall become effective upon approval by a three-quarters vote of the general membership. Once ratified, the constitution must be signed by at least the GSP President and GSP's primary Adviser. Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.

Section Two: Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment(s), a hand-vote of two-thirds of the general membership is necessary.

Amendments to the bylaws also must be submitted in writing at a regular meeting of the organization, and will be voted on at a subsequent meeting. In order to adopt an amendment to the bylaws, a simple majority hand-vote is required.

Ratified on _____ by a vote of ____ to ____, with ____ abstentions.

Signatures:

GSP President Signature, Date, Printed Name:

GSP Primary Advisor: Signature, Date, Printed Name:

Assistant Director of Student Activities: Signature, Date, Printed Name:

Graduate Students of Psychology Bylaws

Meetings

Regular meetings: The organization will hold regular meetings during the academic year. These meetings, traditionally, have been held during the hour prior to the proctoring obligations of GSP members for the Psychology 280 and Psychology 101 exams. The president is obligated to inform the general membership within the first three weeks of each semester when these meetings will occur. Additionally, the president is obligated to remind the general membership at least three days prior to meetings of impending nature of said meetings and to solicit attendance information from the general membership. That attendance information will be used to coordinate and order food for said meetings.

Ad Hoc meetings: The president may call the general membership to any ad hoc meeting, when sufficiently warranted, to discuss pressing matters that affect the general membership. All attempts will be made by the president to schedule these meetings after 5:00 pm to ensure maximal attendance. The president is obligated to inform the membership at least three days prior to these meetings and to solicit attendance information.

Events: The social activities coordinator, the president, or any member wishing to coordinate an event for the general membership of GSP may do so with GSP support (e.g., instrumental, financial), provided the coordinator of that event (1) solicit interest from the members and (2) solicit attendance information from those same members.

Attendance: there is no explicit requirement to attend any regular or ad hoc meetings or events. However, attendance is strongly encouraged.

Requirements for Transacting Business: A quorum consists of a simple majority of the membership, and a quorum of the general membership is required at any meeting or series of meetings where dues amounts, constitution ratification, or amendments are voted upon.

Rules of Order at Meetings: The president will preside over all regular and ad hoc meetings. Prior to meetings the president will solicit agenda items from the general membership and post those agenda items for all members to review prior to any meeting. The president will then address each agenda item sequentially during the meeting. GSP does not use parliamentary procedure or any of its main variants (e.g., Robert's Rules of Order) to conduct the business of the meetings. Instead, it is up to the president to maintain order and timeliness during the meeting in any manner he or she chooses, provided it is respectful of the general membership of GSP. In the event that the president cannot preside over the meeting, the vice president will assume all necessary duties.

Committees

No standing committees exist in GSP. However, ad hoc committees may be formed at any time to address any issue deemed worthy by the general membership of GSP. The process of establishing ad hoc committees is as follows.

Any general member may request that the president designate the formation of an ad hoc committee at any general meeting of the GSP membership. The president will then allow the member making the request to state the rationale for the committee and open the meeting for discussion of said committee's (1) necessity, (2) roles, and (3) timelines. Upon completion of the discussion the president will take three separate votes from the general membership concerning (1) the necessity of the committee, (2) its role, and (3) a timeline for their completion of its role. A vote of at least one-half of the present members is necessary for the committee to be designated. Similarly, at least one-half of present members must also agree on the role and timeline.

Once an ad hoc committee has been designated, the president will solicit members to serve on the committee and designate a chair of that committee from the volunteered members.

Duties of the President

Solicit meeting agenda items (as needed) prior to meetings, and set a coherent agenda.

Determine dates and time of meetings (traditionally held one hour prior to nighttime proctoring engagements), reserve a room (usually W117 Lagomarcino Hall), and announce these meetings to the GSP members.

Order food and beverages for the meeting. In order to do this, it is necessary to ask for RSVPs for each meeting approximately a week in advance. Orders are typically made on the afternoon of the meeting. The president also needs to coordinate with the treasurer to ensure that a signed payment voucher will be ready when the delivery person arrives with the food. At the beginning of the year, it is also advisable to ask the treasurer to go to the grocery store to pick up a year's worth of paper plates, napkins, and disposable cups that will ultimately be kept in either the president, the vice president, or the treasurer's Lagomarcino Hall office.

Conduct the business of the meeting. Usually this means setting the agenda and moving through the items one at a time until they have been properly addressed.

Note that in the first meeting of the year the following tasks should be accomplished: a) Explain what GSP is and its purpose; b) Introduce the elected and appointed officers and have them explain their role; c) Explain Mass Testing and the students' role in that process; d) Explain Mass Duty Pool and the students' role in that process; e) Brainstorm about activities and purchasing ideas for the year.

Make responsible decisions about expenditures when voting is not practical. Generally this means providing permission for the subsidization of a group activity at the last minute.

Ensure that GSP resources are used appropriately.

Address member and nonmember questions, issues, or concerns presented via personal contact or email in a timely manner.

See to the election of the officers for the following year (see election process in later sections of this article).

Ensure the coordination of various social events sponsored by GSP (e.g., Halloween, Holiday, End of the Year parties)

Financial Procedures

General Finances: The GSP treasurer will hold sole responsibility for maintaining an accurate and timely accounting of all financial transactions of GSP. This ledger will be made available within one week to any officer upon request, and a summary of balances and expenditures will be made available to the general membership once per academic semester.

Dues: GSP will determine the amount of annual dues at the first meeting, as specified in Article V of the constitution. Once established, all GSP members, including officers, will have two weeks to pay said dues. Failure to pay said dues in a timely manner will result in the individual member's inability to participate in both GSP meetings and events until said dues are paid in full.

Copying Costs: The treasurer will obtain from the administrative staff of the Department of Psychology the amount of copying costs for each GSP member during the first week of each semester. The treasurer will then create bills for each member and distribute them to the members' departmental mailboxes in W112 Lagomarcino Hall no later than the third week of the semester. The treasurer is also responsible for notifying the members of the placement of these bills via email. All members will then have two weeks to pay said bills. Failure to pay said bills in a timely manner will result in individual member's inability to utilize the copying machine at the subsidized price.

Payments for items used by GSP: All payments for items to be used by GSP are subject to GSP general membership approval. Furthermore, all efforts will be made by individual members purchasing items for GSP to use Campus Organization Vouchers for purchases. These vouchers can be obtained through the treasurer with the signature of the GSP advisor. If items cannot be purchased using a Campus Organization Voucher, the item must be purchased using an individual's own monies, to be reimbursed by submitting a receipt for all items and the individual's University ID number to the treasurer by the end of the semester of purchase. The treasurer will then submit these items for reimbursement within one week of his or her obtaining these materials.

Sponsoring Campus Events: At times, GSP members may choose to sponsor an event open to the GSP membership and/or the larger university. For this to happen, any member may provide a written proposal for the event, detailing all relevant details (e.g., financial obligations, publicity) to the GSP membership. After discussion and possible amendment by the membership, the president will call the proposal to a vote. A two-thirds majority vote of the membership is required for any sponsorship of such proposals.

Sponsoring GSP Events: GSP will reimburse members who organize events that are sanctioned by GSP and that invite the entire GSP membership (e.g., parties, gatherings, etc.). The amount of

reimbursement will be determined by the number of individuals who RSVP to the event. Those amounts are as follows:

- Less than 10 members: \$30.00
- 10 to 15 members: \$40.00
- 16 to 20 members: \$50.00
- 21 to 25 members: \$60.00
- 26 to 30 members: \$75.00
- 31 or more members: \$100.00