Psi Chi Bylaws

BYLAWS OF THE PSI CHI CHAPTER OF Oakland University (“the Institution”)

Amended August 2023

**ARTICLE I. | NAME**

The name of this organization shall be Oakland University (OU) Psi Chi Chapter, a local unit of Psi Chi International Honor Society in Psychology, hereinafter referred to as the Chapter and the Society.

**ARTICLE II. | PURPOSE**

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.

**ARTICLE III. | MEMBERS**

**Section 1.***Student Members.*Student members shall be students enrolled in undergraduate and graduate psychology programs at the time of induction. Only student members shall be entitled to hold chapter office.

*Undergraduate Students (including transfers)* may apply for membership if they have:

1. Registration for major or minor in psychology (or for a program psychological in nature)
2. Completion of 3 semesters of college courses (with a minimum of 46 credits)
3. Completion of 16 semester hours of psychology courses (four 4-credit classes)
4. Ranking in the top 35% of one’s class in general scholarship (typically a minimum 3.31 cumulative GPA at OU) along with a 3.0 GPA (on 4.0 scale) earned in all psychology classes)

*Graduate Students*may apply for membership if they have:

1. Registration for major or minor in psychology (or for a program psychological in nature)
2. A minimum overall cumulative GPA of 3.0 on a 4.0 scale in all graduate courses

At least every two years the Chapter Faculty Advisor shall verify that the GPA criteria are consistent with the top 35% for each class. For the purposes of determining eligibility of undergraduate students via cumulative GPA cutoffs at OU, Psi Chi defines class as sophomores, juniors, and seniors across the Institution based on earned credit hours.

**Section 2.**Membership in Psi Chi is open to qualified candidates of any age, sex, sexual orientation, gender identity, race, religion, national and/or ethnic origin, or ability status.

**Section 3.**Prior to induction, each prospective member shall pay an induction fee as determined by the Society, which shall entitle the inductee to lifetime membership without payment of further dues or assessments to the Society. All student and alumni members shall pay chapter dues as established by the Chapter.

**ARTICLE IV. | EXECUTIVE BOARD**

**Section 1.**The Executive Board shall consist of the President, Vice-President, Treasurer, and Secretary of the Chapter and the Chapter Faculty Advisor. In rare circumstances there may be a Co-President in preparation for a transition of leadership (Section 3).

* *The President*is responsible for working closely with the chapter advisor. They are accountable for training new members of the E-Board (GrizzOrgs) along with helping interview the vacant positions at the end of each academic year. They will maintain as the primary contact and answer questions for incoming students, maintaining a relationship with the student body and faculty. Along with maintaining timeliness for events and opportunities. While also speaking at events or in the classroom and addressing student body concerns to appropriate faculty.
* *The Vice-President* is responsible for similar duties as the President (see above) and accountable for having knowledge of all admin training on GrizzOrgs and helping maintain relations with the student body and faculty. Vice-Presidents may help with questions, interviewing, acting as a liaison, and engaging in campus wide events.
* *The Treasurer* manages all of Psi Chi’s monetary concerns. This includes keeping an accurate and up-to-date detailed record of the chapter’s expenses. The Treasurer is also responsible for depositing the funds the chapter receives from new member dues, power donations, and monetary chapter awards. The treasurer is also responsible for submitting budget requests through SAFB when preferred and the respected form to use the funds through the Office of Student Involvement (OSI) when using the funds. The treasurer must keep a timely schedule and respect all deadlines when submitting requests when working with the organization’s finance accounts and planning members in order to avoid fees and penalties. Additionally, the Treasurer helps to fulfill any necessary duties that may be required.
* *The Secretary* is primarily responsible for maintaining and creating the organization’s documents, records, and website communication. The secretary should attend meetings and important events in order to take notes and collect appropriate resources. Respectfully putting them in the correct spot for use by board or members. Additionally, the Secretary helps to fulfill any necessary duties that may be required.

**Section 2.**The Executive Committee shall have general supervision of the Chapter between its E-Board meetings, set the hour and place of general meetings, make recommendations to the Chapter, submit all documents required by the Society and University in a timely manner, and shall perform such other duties as are specified in these Bylaws as well as the Constitution, Bylaws, and rulings of the Society.

**Section 3.**In certain circumstances there may be a Co-President along with the residing President. The Co-President has a normal Officer duty but is in preparation to take over the residing President’s role in the anticipated vacancy. (example, current President graduates in the Fall semester and Co-President is trained and prepared to takeover in the Winter).

**Section 4.** Meetings of the Executive Committee shall be called by the President/ Vice-President or referred by any other members of the Executive Committee.

**Section 5.** Executive Committee members, other than the Faculty Advisor, are each entitled to one vote in any situation, regardless of whether they cover another officer’s duties (see Article V).  The Faculty Advisor shall serve as an ex officio member of the Executive Committee and will only vote in the specific instances detailed in these Bylaws.

**ARTICLE V. │OFFICERS**

**Section 1.**The officers of the Chapter shall be Major Workshops Officer, Minor Workshops Officer, Communications Officer, Publicity Officer, and Philanthropy Officer (with the exception on Liaisons (see Section 2)).  The officers shall perform the duties prescribed by these Bylaws, the Constitution and Bylaws of the Society, and the parliamentary authority adopted by the Chapter, and shall fulfill other such duties and requirements as may be determined by the Society. Necessary positions are determined at the end of each academic year as deemed fit.

* *The Major Workshops Officer*is in charge of planning and executing all monthly large-scale events including workshops, networking/ social events, research symposiums, speakers, etc. While preferably helping publicly relay and socialize events to student body. The Major Workshops Officer must maintain a good standing with faculty and the student-body. While also executing events in a timely manner in conjunction with the Treasurer in order to meet budget request deadlines. (Most processes should be started at least a month prior).
* *The Minor Workshops Officer* is in charge of planning and executing all monthly small-scale events including the monthly general meeting and the one-time Psi Chi Induction Ceremony. The Minor Workshops Officer has the option to also participate in creating other smaller scale workshops, activities, and co-sponsored events as fits. The Minor Workshops Officer must maintain good standing with faculty and the student-body. While also executing events in a timely manner in conjunction with the Treasurer in order to meet budget request deadlines. (Most processes should be started at least a month prior).
* *The Communications Officer*is in charge of managing the chapter’s social media presence online. The Communications Officer updates the Instagram page with any pictures from events and with information on events. Along with important updates and reminders from the organization and department while subsequently meeting OSI guidelines for proficiency. The Communications Officer also manages any other social media outlets the chapter opts to use (ex. Website). The Communications Officer is also responsible for making engaging and appealing posts and having the ability to do so with an appropriate design application. In addition, The Communications Officer helps to fulfill any necessary duties that may be required.
* *The Publicity Officer*is in charge of advertising events on campus. The Publicity Officer is responsible for making and posting flyers in the Department of Psychology and around campus to advertise Psi Chi events in lieu of OSI guidelines. In addition, the Publicity Officer & Marketing Chair helps to fulfill any necessary duties that may be required.
* *The Philanthropy Officer* is primarily responsible for organizing the creation of philanthropy events. Whether that be on-campus or off-campus partnered with another organization to raise money. All money transactions must be in accordance to OSI guidelines.

**Section 2.** Psi Chi Liaisons are not Officer positions, but are more volunteer and extra opportunity for the student body to get involved in Psi Chi. As most other roles have higher vetting and may include a seniority notion. The role of the Liaison is to be an extension into the classrooms to help with the engagement of students and inform them of the organization, opportunities, and events.

**Section 3.**At the first all-member meeting during the midpoint of the Winter Semester (est. March), the Officer positions will be discussed and the timeline for the election of Officers will be outlined. Members are encouraged to self-nominate through the beginning of this internal period on whether they will continue their position or want to try for an open position. Members may also nominate other members for Officer positions. If this occurs, the President will converse with the nominated member to see if they are interested in the position. Those who wish to run for an Officer/ Executive Position must have a 1:1 meeting with the President/ Vice-President almost as a mock interview introducing themselves and explaining why they would be a successful Officer or higher position. The list of candidates and their statements will be shared with the members via an email from the Secretary in a meeting with the Executive Board then trial to the all-member meeting.

**Section 4.**The officers shall be elected by voice to serve for one academic year or until their successors are elected, and the term of offices shall begin on June 1st following their election.

**Section 5.** No member shall hold more than one office at a time unless extenuating circumstances.

**Section 6.** Should one of the offices of the Executive Board become vacant, an election will be held urgently to fill the vacancy. The need for an election will be announced by email in advance of the next all-member meeting. Current Officers may run for this position and would be preferred. Should the spot not be filled in timely, the position will be temporarily filled by the Secretary as duties overlap. The procedures for a new election will follow the same format used if one office of the Officers becomes vacant. A vacancy in any other office shall be filled by the Executive Committee with the approval of the Chapter Faculty Advisor. Should all Officer positions become vacant, the Chapter’s Faculty Advisor may appoint current student members to fill those vacancies until the next scheduled election.

**Section 7.** *Officer Abandonment*. Any Officer who does not attend chapter meetings regularly or fulfill the duties of office may be deemed to have abandoned the office and be replaced by majority vote of the other members of the Executive Committee. The Officer in question must be informed in advance of the meeting at which this vote may take place. The Officer may present extenuating circumstances to explain absences, but the vote may proceed if the Officer does not present or attend. All other members of the Board must vote, including the Faculty Advisor, in order to affirm the Officer has abandoned the role. If the majority of the other members of the Board vote to affirm the Officer abandoned the position, the Officer removal process described below in Section 7 is not necessary.  If the Office is recognized as having abandoned the position, the subsequent vacancy shall be filled according to the procedures detailed in Article V, Section 5.

**Section 8.** *Officer Removal*. Any member of the Chapter may request that an Officer be removed by making the request in writing to the Chapter’s Faculty Advisor and/or any member of the Executive Board, excluding the Officer in question. The request must include the name of the member(s) making the request and the reason for the request. The remaining members of the Executive Board will vote on whether or not to present the proposed removal to the Chapter. If they vote no, the matter ends there. If they vote yes, the Officer facing removal must be notified in writing of the pending action, the reasons in the original request, the Executive Board’s decision to proceed, and the date, time, and location of the Chapter meeting where the case will be presented, and vote taken. The Officer must be given the opportunity to resign or to present justification to the Executive Committee in writing or in person for not proceeding.

**ARTICLE VI. | CHAPTER FACULTY ADVISOR**

**Section 1.** The Chapter shall have a primary Chapter Faculty Advisor who is a member of Psi Chi, holds a higher degree in psychology and who is a full-time member of the faculty of the Institution. The primary Faculty Advisor, who is chosen from the faculty by consultation among the Officers and the Faculty, may be inducted into Psi Chi when selected as advisor if she or he meets the faculty member eligibility requirements stated under membership.

**Section 2.** The Chapter may also have a Chapter Co-Advisor who is also a member of Psi Chi and holds a higher degree in psychology and is a full-time or part-time member of the faculty of the Institution.

**Section 3.**The Chapter Faculty Advisor and Co-Advisor shall assist the Chapter in fulfilling its purpose and the requirements of the Society.

**ARTICLE VII. | MEETINGS**

**Section 1.***Regular Meetings.*The Executive Committee and the Chapter Faculty Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings to each active member.

**Section 2.** *Special Meetings.* Special Meetings can be called by the President, the Vice-President, or upon the request of the 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.

**Section 3.***Quorum.*Those members present and eligible to vote shall constitute a quorum for the transaction of business.

**ARTICLE VIII. | 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 these Bylaws, the Constitution, and Bylaws of the Society, and any special rules of order the Chapter may adopt.

**ARTICLE IX. | AMENDMENT OF BYLAWS**

These Bylaws may be amended at any meeting of the Chapter by a two-thirds vote, provided the amendment has been submitted in writing at a previous regular meeting or has been submitted in writing to all active members of the Chapter including the Chapter Faculty Advisor(s) at least two weeks prior to the meeting at which it is to be considered. These Bylaws shall not be in conflict with the Constitution and Bylaws or rulings of the Society. Any amendment of the Constitution and Bylaws or rulings of the Society affecting these Bylaws shall cause this document to be amended automatically to concur with such amendment.