Constitution

Article I - Name
Section 1: The Official Name
• The name of this organization shall be the Psychological Society at the University of Central Florida.
Section 2: Other Names
• The organization can adopt other unofficial names in compliance with the By-Laws of the organization.

Article II - Preamble
Section 1: Mission Statement
• It shall be the mission of this organization to stimulate the interaction between students and professionals in the wide and far-reaching field of Psychology in order to help the students realize their future goals.

Article III - Membership
Section 1: Membership Statement
• Membership is limited to all students who have paid fees and are enrolled with the University of Central Florida. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status or veteran’s status. No hazing or discrimination will be used as a condition of membership in this organization. All groups, except those exempt by law, must have opportunities for male and female memberships.

Section 2: Membership
• Membership shall be primarily of the active class as herein defined. There may be only four (4) other classes of membership: Inactive, Graduate, Affiliate and honorary, as defined in the Bylaws.

• Membership shall be opened to any Student of the University of Central Florida and who satisfy the qualifications for either Active membership, Graduate Membership, or Honorary membership as defined in the Constitution and/or By-Laws.

Section 3: Active Membership
• An Active Member must be a registered student of the University of Central Florida.
• An active member must be a person of good character according to the University of Central Florida current Golden Rule.
• An active member must pay a membership induction fee and any other annual membership dues as required by the By-Laws.

Section 4: Recruitment
• Recruitment shall take place throughout the year and membership is open at the beginning of Fall and Spring semesters.

Article IV - Officers
Section 1: Eligibility
• All officers of the Psychological Society shall possess at least the minimum requirements to serve in a leadership position as stated in the current version of the Golden Rules of the University of Central Florida and the By-Laws of the Psychological Society.

Section 2: Titles and General Duties
• The officers of this organization shall include a President, Past President, Vice President, Secretary, Treasurer, Events Coordinator, Editor, and Parliamentarian, Historian, Web Technician, Public Relations, Deputy of Public Relations, Organizational Affairs Coordinator, Honors Membership Coordinator.

• No officer will be permitted to hold more than one officer position.

• All officers shall retain voting rights, however, the President shall only vote in the case of a tie.

• Any officer may be re-elected however not for more than two consecutive terms.

• Officers cannot reappoint themselves to a second term, they must be re-elected as described in the By-Laws.

• These outline the minimum responsibilities of each office. Other duties and responsibilities shall be assigned in accordance with the By-Laws.

The President shall:

• Supervises the activities of the organization
• Preside over all meetings and call all meetings to order
• Be one of four signers on financial documents
• Maintain an Officer Binder as defined in the By-Laws

The Past President shall:

• Serve as the advisor to the President
• Maintain an Officer Binder as defined in the By-Laws

The Vice President shall:

• Assume the Presidents’ responsibilities if need arises (such as the President’s absence)
• Perform an audit of all financial transactions of the organization twice a year
• Be one of the main signers on financial documents
• Maintain an Officer Binder as defined in the By-Laws

The Secretary shall:

• Keep accurate records of all meetings.
• Perform a verbal roll call of all members and maintain an attendance record.
• Prepare ballots for elections and any required ballot vote.
• Maintain an Officer Binder as defined in the By-Laws

The Treasurer shall:

• Keep an accurate account of all funds received and expended.
• Be one of the main signers on financial documents.
• Provide financial records sufficient to allow the Vice-President to perform audit.
• Maintain an Officer Binder as defined in the By-Laws

The Events Coordinator shall:

• Coordinate special events
• Maintain an Officer Binder as defined in the By-Laws

The Editor shall:

• Update and maintain the organization web-page
  • Answer and respond to all incoming E-mails
  • Maintain an Officer Binder as defined in the By-Laws

The Historian shall:

• Create an annual yearbook for the organization.
• Take pictures at meetings, events, socials, etc.

The Web Technician shall:

• Coordinate all information to maintain and update the UCF Psychological Society website.
• Report any new technology in graphic design, video productions, and web design to the Communications Department.

The Public Relations Officer shall:

• Control the image and advertising of the organization.
  • Make flyers for meetings, events, etc.
  • Post flyers at least three days prior to the next meeting.
• Actively promote the Psychological Society to the student body.

The Deputy of Public Relations shall:

• Make graphics and designs.
• Complete all graphic design work requested by the Public Relations Officer

The Organizational Affairs Coordinator shall:

• Book rooms and do all other types of organizational planning.
• Coordinate the setting/tone of events, meetings, etc.
- Communicate the needs of the members in regards to all housing and transportation issues that might arise

The Parliamentarian shall:

- Be familiar with Robert's Rules of Order
- Maintain the Official copy of the Constitution and By-Laws
- Maintain an Officer Binder as defined in the By-Laws.

The Honors Membership Coordinator shall:

- Coordinate the UCF Psychological Society Honors membership.
- Organize our UCF, Florida, and U.S. Leadership Information liaison.
- Run separate socials, events, meetings for the Honors members.
  - Make sure awards and cords are given for graduation.

Section 3: Term Limit
- Optional six or 12-month term depending on a majority vote 2/3 of the entire membership including the Executive Board, deputes, committees and chairs.
- This option is available for standing presiding officers only.

Article V - Executive Committee

Section 1: Executive Committee Membership
The Executive Committee shall consist of the Elected Officers of the Psychological Society and the chairperson of the By-Laws Committee.

Section 2: Executive Committee Meetings
- The Executive Committee shall hold one (1) regularly scheduled meeting per month. Additional meetings may be called by the President with a minimum notice of 10 days to both the committee and the membership.

Section 3: Enactment of By-Laws
- The Executive Committee by a vote of three-fourth (3/4) of the entire Committee at any meeting may enact or amend the Bylaws of the Psychological Society as provided in Article XI of the Constitution, provided a copy of any proposed amendment to the Bylaws is sent to each member of the Executive Committee not less than fifteen (15) days prior to the meeting of the committee. Amendments to the Bylaws passed by the Executive Committee shall not be enforceable until endorsed by the Constitution and By-Law Committee as provided for in Article XII and then shall remain in force, unless rescinded by the membership as provided for in Article XII of this Constitution.

Section 4: Presiding Officer
- The President shall preside at the meetings of the Executive Committee.
- In the President’s absence, the Vice-President shall preside and should both be unavailable, the committee shall elect a temporary chairperson.

Section 5: Voting
- All members of the executive committee shall have a vote in all activities of said committee except the President, who shall vote only in the case of a tie.
**Article VI - Committees**

*Section 1: Standing Committees*

- The President, by and with the endorsement of the Executive Committee, shall appoint the following Standing Committee Chairpersons:

  - By-Laws
  - Public Relations
  - Fundraising
  - Community Service
  - Honors Lecture Series
  - Social
  - Research and Job Shadowing
  - Judicial Grievances

- Standing Committees, as set forth in the Bylaws, shall be appointed in the manner prescribed in the Bylaws, and shall perform such duties as shall be authorized by the By-Laws and the Executive Committee.

*Section 2: Special Positions*

**Committee Secretaries Shall:**

- Duties will be divided amongst three Committee Secretaries.
  - Serve as a Secretary to all Committee meetings.
  - Keep accurate and updated records/minutes of all meetings.
  - Send out notices of all committee meetings and sessions.
  - Keep a copy of the Constitution and the By-laws available for committee meetings.
  - Perform verbal roll call of all Committee Representatives, the Committee Chair, and the Committee Parliamentarian
  - Maintain an attendance record
  - Other duties that are assigned by the By-laws or the President

**Committee Parliamentarians shall:**

- Divide duties up between the four Committee Parliamentarians selected.
  - Serve as Parliamentarian to all Committee meetings.
- Implement and be consistent with the updated versions of Robert’s Rules of Order.
  - Keep order.

*Section 3: Special Committees*

- Special Committees shall be appointed by the President whenever it may be deemed necessary or advisable by a majority of the Executive Committee, and they shall perform such duties as may be authorized by the Executive Committee in their creation.

*Section 4: Special Committees status*

- Special committees may become a standing committee by submitting a request for permanent residency by the end of the present semester.
Article VII - Finances

Section 1: Membership Induction Fees
- The Executive Committee shall set a one-time membership induction fee in accordance with the By-Laws (each semester). Each inducted member will receive a Certificate of Membership based on the date of acceptance into the organization.

Section 2: Membership Dues
- The Executive Committee shall set the annual membership fee in accordance with the By-Laws, which are subject to vary according to any By-Law amendment or official decree by the President.

Section 3: Spending Organization’s Money
- For the protection of the organization and its officers, it is required that two authorized signatures sign all monetary transactions. The President, Vice President, Treasurer, and UCF Faculty/Staff Advisor shall be the only authorized signers on the organization’s accounts.

Section 4: Officer Transition
- It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organization’s financial institution. In addition, the outgoing Treasurer will be responsible to report to the membership which could include a Profit/Loss Statement and where the financial state of the organization is at that time.

Section 5: Dissolution of Organization
- In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be donated to the organization’s charity as defined by the By-Laws or the organization’s Executive Board.

Article VIII - Publications
- All publications of the organization must comply with the current version of the University of Central Florida’s Golden Rule on “Advertising and Signs”, the Student Organizations Guidelines on “Advertising”, and the University Identity and Standards Manual. All publications must be approved by the Executive Committee prior to duplication and distribution.

Article IX - Meetings

Section 1: Official Business Meeting
- The quorum required to conduct official business is fifty (50) percent of the organization’s active members as reflected in the official rolls of membership.
- Members must be notified of all Official Business Meetings at least 30 days in advance as defined in the By-Laws.

Section 2: Business Meeting
- The quorum required to conduct business is fifty (50) percent of the organization’s active members as reflected in the official rolls of membership.
- Members must be notified of all Business Meetings at least 14 days in advance as defined in the By-Laws.

Section 3: Events
- The quorum required to conduct an event is the attendance of two elected officers and sufficient membership (number is figured by event coordinator) to man the event.

Section 4: Executive Committee
• The quorum required to conduct business is fifty (50) percent of the Executive Committee.

**Article X - Advisor**

**Section 1: Selection**
• The advisor shall be selected by the Executive Committee of the organization and must be approved by a simple majority vote of active members present.

**Section 2: Role**
• The advisor shall serve as a mentor to the organization providing guidance to the officers and members.
• The advisor shall have no voting rights.
• The advisor position has no term limit other than he/she must be a current UCF faculty or staff member.

**Section 3: Removal and Replacement of Advisor**
• The advisor may be removed without mutual agreement. The advisor will be notified in writing of the possible removal at least 14 days prior to the vote at a regularly scheduled meeting of the Executive Committee and will be allowed to address the Executive Committee in order to relate to its members any relevant defense prior to the voting for removal. Removal can only be revoked upon a 3/4 majority ballot vote of the Executive Committee.

**Section 4: Appeal Process**
• The advisor will be notified in writing, as defined by the By-Laws, of the Executive Committees decision and has 14 days to request a full vote of the membership of the organization. The advisor will be allowed to address the Membership of the organization in order to relate to members any relevant information prior to the voting. Restoration can only be upon a 3/4 majority ballot vote of the Membership Present.

**Article XI – By-Laws and Amendment to By-laws**

**Section 1: Enactment**
• Bylaws of the Psychological Society, not inconsistent with this Constitution, may be enacted by the Executive Committee of the organization as provided for in Article V of this Constitution or at a regularly scheduled meeting of the membership by a simple majority vote. The President and Secretary must receive, prior to the scheduled meeting the wording requested of the By-law. The Secretary must announce the additional agenda item of a By-law vote at least two weeks prior to the meeting.

**Section 2: By-Laws enacted by Executive Committee**
• By-laws or Amendments to By-laws enacted by the Executive Committee must be reviewed by the By-Law Committee and endorsed by a ¾-majority vote of the committee before such By-Laws will be considered enforceable and fully enacted as provided for in Article V.

**Section 3: Amendment to By-Laws**
• Proposed amendments to the Bylaws, proposals to rescind the Bylaws adopted by the Executive Committee, or proposals to change or rescind an interpretation of the Bylaws by the Parliamentarian or the By-Law Committee must be submitted by either a Member of the Executive Committee or an Active Member in good standing.

**Section 4: Timing**
• Not later than thirty (30) days prior to the date of a regularly scheduled meeting of the membership. The Secretary and Webmaster shall announce and post copies of all
proposed amendments, including those amendments passed by the Executive committee and all proposals to rescind the Bylaws adopted by the Executive Committee or to change or rescind an interpretation of the Bylaws by the Parliamentarian or By-Law Committee.

Section 5: Exception to Process

- Changes to or revision of interpretations of the Bylaws can be made at any regularly scheduled Business Meeting without notice by a simple majority of the membership present.

Article XII – Amendment to the Constitution

Section 1: Amendments

- Amendments to this Constitution shall be made only at an official Business Meeting of this organization by three-fourth (3/4) of the membership present.

Section 2: Who may propose Amendments

- Proposed amendments to the Constitution or proposals to change or rescind an interpretation of the Constitution by the Parliamentarian or the By-Law Committee must be submitted by either a Member of the Executive Committee or an Active Member in good standing.

Section 3: Timing

- Not later than forty (40) days prior to the date of a regularly scheduled business meeting may propose changes. The Secretary and Webmaster shall announce and post copies of all proposed amendments thirty (30) days prior, including those amendments passed by the Executive committee and all proposals to rescind the Bylaws adopted by the Executive Committee or to change or rescind an interpretation of the Constitution by the Parliamentarian or Constitution and By-Law Committee.

Section 4: Exception to Process

- Changes to or revision of interpretations of the Constitution can be made at any regularly scheduled Business Meeting without notice by a simple majority of the membership present.