**Psi Chi**

National Honor Society of Psychology Orlando Chapter Constitution

**Article I. Organization Name**

The name of this organization shall be Psi Chi: National Honor Society of Psychology, Orlando Chapter located at the University of Central Florida. The organization may also refer to itself as Psi Chi.

**Article II. Mission and Goals**

Purpose Statement:

Psi Chi is a national honor society whose purpose 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.

Mission Statement:

The mission of Psi Chi is to produce a well-educated, ethical, and socially responsible member committed to contributing to the science and profession of psychology and to society in general.

*Sub-ends for accomplishing above mission:*

A. Advance science and the profession of psychology.

B. Promote an educational experience consistent with the mission. C. Promote ethical and socially responsible members and leaders

D. Define and establish an organizational structure that promotes our mission.

All activities and functions of the following organization must be legal under University, local, state and federal laws. The most recent version of The Golden Rule will supersede all requirements set forth during the creation and revision of this constitution.

**Article III. Membership**

Section 1: Membership Statement

Student members shall be enrolled in undergraduate or graduate Psychology program of the University of Central Florida.

a. Membership is limited to all students who have paid Activity and Service Fees and are

enrolled with the University of Central Florida. No discrimination shall be made on the basis of sex, race, age, religion, creed, 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.

b. Undergraduate students must minimally meet all criteria designated in the National By-laws. In addition, the UCF Orlando chapter requires a 3.4 GPA in all psychology classes and a 3.2 cumulative GPA. Upon a majority vote of the officers, an exception to the UCF Orlando chapter GPA requirements may be granted.

c. Graduate students must minimally meet all criteria designated in the National By-laws. In addition, the UCF Orlando chapter requires a 3.4 cumulative GPA. Upon a majority vote of the

officers, an exception to the UCF Orlando chapter GPA requirements may be granted. Per

National Constitution, graduate students do not need to meet a credit hour requirement. d. In interpreting this section, the National Society accepts the policy of the college or university regarding grades. Additional membership categories and requirements are described in the national constitution.

Section 2: Recruitment

Membership is open during application process. Recruitment shall take place during Fall and Spring semesters on the main campus of the University of Central Florida.

Section 3: Voting

Student members, who are active and in good academic standing, are eligible to vote. Alumni, faculty and distinguished members (as listed in national constitution) are ineligible to vote.

Section 4: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affi1mative vote of active students. A member suspended or terminated for just cause shall not be entitled to remittance of dues or fees.

SectionS: Reinstatement of Membership

Any member having resigned from membership may be reinstated upon application to the National

President and upon meeting such uniform terms and conditions as established by the National Council.

**Article IV. Officers**

Section I: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Section I). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position. Non-Student members may not hold office.

Section 2: Titles and Duties

The officers of this organization may include (in order of succession) a President, Vice President, Secretary, Treasurer, and Volunteer/Public Relations. No officer will be permitted to hold more than one position, unless otherwise stated by the President on agreement of the executive council.

The President shall:

• Supervise and coordinate the activities of the organization.

• Preside over all meetings and call all meetings to order.

• Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.

• Be one of three signers on financial documents.

• Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.

• Ensure that all officers are performing their duties as defined in this Constitution.

• Assign special projects to officers.

• Keep advisor informed of activities and functions of the organization.

• Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

• Assist the President in his/her duties.

• Assumes the President's responsibilities in his/her absence.

• Coordinate all conferences.

• Keep accurate records of all meetings in the Secretary's absence.

• Plan and be responsible for all retreats and training of the organization.

• Perform an audit of all financial transactions of the organization once per semester.

• Assist in special projects as assigned by the President.

The Secretary shall:

• Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.

• Keep accurate minutes and records of all meetings.

• Maintain accurate list of members and their contact information.

• Perform a verbal role call of all members and maintain an attendance record.

• Prepare ballots for elections.

• Keep copy of constitution and have available for members.

• Assist in special projects as assigned by President and/or Vice President

The Treasurer shall:

• Keep an accurate account of all funds received and expended.

• Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, or advisor.

• Be one of three signers on financial documents.

• Be responsible for collecting dues and notifying members who are delinquent in their payments.

• Be responsible for creating a budget at the beginning of each fall and spring semester, in

conjunction with the President.

• Provide financial records sufficient to allow the Vice President

•Assist in special projects as assigned by the President. The Volunteer/Public Relations Coordinator shall:

• Promote awareness of Psi Chi (both the national organization and the local chapter) to the campus community and the community at large.

• Publicize all Psi Chi events, programs, and activities.

• Distribute monthly calendars to members (or similar schedule of activities).

• Establish and maintain good relations with campus media.

• Submit newsworthy items about chapter or individual members to campus and community

media (and also to National Office for Eye on Psi Chi).

• Solicit news items from members.

Section 4: Voting Rights

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

Section 5: Term of Office

The length of term of office shall be no longer than one calendar year. Any officer may be re-elected however not for more than 2 consecutive terms. Officers can not re-elect themselves for a subsequent term. They must be re-elected through the process as described in Article V.

**Article V. Selection of Officers.**

Section I: Nomination Process

The nomination of officers shall occur each academic year at the first membership meeting held in March. Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1). Absentee/proxy ballots are not pe1mitted in the nomination process.

Section 2: Election Process

The election of officers shall occur at the second membership meeting held in March. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the officer with a simple majority (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the President shall cast a vote to break the tie, unless he/she is running for said office. In that case, the next highest-ranking officer not running for office shall cast the deciding vote.

After announcing the new officer, the highest-ranking officer not running for office shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and highest­ ranking officer not running for office will recount all votes in the presence of the selected representatives.

Section 3: Installation of Officers

Newly elected officers shall be inducted at the membership ceremony conducted in April of each year. New officers shall take office immediately following inductions in April and their term will end

immediately following induction ceremony the following year. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement.

**Article VI. Officer Vacancies**

Section I: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination process as stated in Article V, Section I will take place at the next membership meeting. The election process will take place as stated in Article V, Section 2 at the next membership meeting following nomination.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual induction/installation of officers in April. A

change in officer information should be immediately reported to the Office of Student Involvement.

**Article VII. Meetings**

Section I: Membership Meetings

The chapter should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article Ill, Section I, and officers (except the President) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members.

Section 2: Officer Meetings

The officers should meet at once per month during the fall and spring semesters. Meetings are open to those defined in Article Ill, Section I, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if2/3 of the active student members so request.

**Article VIII-Advisor**

Section 1: Selection

Advisor suggestions may be made by the Psychology department. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources and a member of Psi Chi. The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members.

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy

and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted UCF employee (faculty or A&P).

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be reported to the Office of Student Involvement.

**Article IX. Finances**

Section I: Membership Dues

Membership dues shall be collected once at the time of initial membership. Fifty (50) dollars, of which thirty-five (35) will be turned in to the national office to fray costs of new member materials, and fifteen (15), will be used by the chapter for program costs for the semester. Membership dues will be collected upon acceptance. All members including officers and affiliate members are required to pay dues. Only UCF faculty/staff advisors shall be exempt for paying dues, unless otherwise stated by the national council.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members, by majority vote, must approve the budget within the first month of each semester.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons sign all monetary transactions. Only the President, Treasurer, and Advisor can be signers on the organization's account. The advisor must approve each expenditure before payment. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within. 24 business hours after collection.

Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in

the update of new account signatures with the organization's financial institution after each election. In addition, it is the current Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds shall be donated to the organization's charity-"Children's Miracle Network"- Arnold Palmer Hospital for Children & Women; Orlando, Florida.

**Article X. External Affiliations**

Psi Chi, Orlando Chapter located at the University of Central Florida is a part of Psi Chi: National Honor Society of Psychology. The society is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS). The society's sister honor society is Psi Beta; the national honor society for Community and Junior colleges.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

In compliance with the National Constitution, to remain an active chapter, this chapter must induct members on an annual basis, shall file all required reports with the Executive Officer (National President), and shall be current in all financial obligations to the Society.

**Article XI. Publications and Advertising**

Section I: Compliance

All publications of the organization must comply with the Golden Rule "Advertising" and "Misuse or Infringement of University's Names or Marks" sections, Event Policies, Student Union Guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The President, Secretary and Public Relations Officer must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution.

**Article XII-Ratification and Empowerment**

Section I: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and

Office of Student Involvement.

**Article XIII-Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of active student members of the organization and approval of the Office of Student Involvement.

**History of Constitution**

Created: 16th day of August, 2003

Updated:7th day of February, 2006