

## **Constitution**

### **Article I - Name**

#### *Section 1: The Official Name*

The name of this organization shall be the Psychological Society of the University of Central Florida.

#### *Section 2: Other Names*

The organization can adopt other unofficial names in compliance with the Executive Board

### **Article II - Preamble**

#### *Section 1: Mission Statement*

It is our intent and purpose to provide students with educational as well as entertaining activities within the realm of psychology. We aim to serve as a forum for students to discuss psychology, its related issues and how it affects student life. This organization also seeks to provide students with exposure and insight into the different areas of psychology, volunteer opportunities, graduate programs and prospective employment opportunities.

### **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.

Membership shall be opened to any Student of the University of Central Florida and who satisfy the qualifications for active membership

#### *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.

#### *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 requirements set by the Executive Board of the Psychological Society.

*Section 2: Titles and General Duties*

The officers of this organization shall include a President, Vice President, Secretary, Treasurer, Events Coordinator, and Marketing Director.

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.

These outline the minimum responsibilities of each office.

**The President shall:**

Be aware of all activities in the organization

Attend RSO training and Financial training

Preside over all meetings and call all meetings to order

Delegate tasks appropriate to each executive board member

Monitor the progress of tasks and assign reasonable deadlines for each office

Schedule a short conversation with every guest speaker before their dedicated time to present

**The Vice President shall:**

Assume responsibilities of President in his/her absence

Oversee/assist in delegation of tasks among officers

Assist in management of social media accounts

Attend RSO training

Assist President in decision making

Be accessible for questions/comments/concerns related to organization from students

**The Secretary shall:**

Compose emails for all members to stay updated

Curate Psychological Society Newsletter

Maintain, reply, report, and keep track of all emails

Maintain communication with guest speakers until the event they attend

**The Treasurer shall:**

Keep track of all funds received and spent during each semester.

Attend Financial Training

Maintain a list of new and active members each semester, and whether dues have been paid.

Manage the Psych Society bank account. This includes occasionally depositing any cash or checks received and maintaining a minimum of \$200 in the account at all times to avoid overdraft and fees.

Order and keep track of materials needed for the club (i.e. t-shirts, pens, stoles, etc.).

Budget event costs with the event coordinator.

**The Events Coordinator shall:**

Coordinate professional events

Promote member engagement by coordinating weekly online and in person social events

Maintain a record of events and potential future events

**The Marketing Director shall:**

Research information to get appointments and general information regarding club events, meetings, and people.

Post relevant information live during meetings (i.e. links associated with barcodes). Assist in creating marketing material and discuss ideas for marketing the club with other board members.

*Section 3: Term Limit*

Following election into a position, each officer must serve two semesters as their role. This option is available for standing presiding officers only.

**Article V - Executive Board Meeting**

*Section 1: Description*

An Executive Board Meeting will be held bi-weekly and will include a summation of the events since the previous Executive Board Meeting and the general plans of the time leading up to the next Executive Board Meeting.

*Section 2: Attendance*

All Executive Board members will be required to attend each meeting. If attendance is impossible for a member they must write out all material they were planning to discuss in the meeting and send it to another board member one day prior to the event.

*Section 3: Responsibilities*

One board member is required to record the general information stated in the meeting to be archived for future use.

Executive Board members are expected to mention what they have done and what they plan to do within a two week period and may ask for additional tasks to be delegated.

**Article VI - Finances**

*Section 1: Annual Membership Fee*

The Executive Board shall set the membership fee at least one month prior to the induction of new members and publish this amount publicly.

*Section 2: Spending Organization's Money*

The President, Vice President, Treasurer, and UCF Faculty/Staff Advisor may be the only authorized signers on the organization's accounts.

*Section 3: Officer Transition*

It shall be the responsibility of all account signers to change contact information as well as assist in the updating of account signatures with the organizations financial institution after each election. In addition, the outgoing Treasurer will be responsible for providing a report to the new Treasurer which should include a current monetary statement and other information regarding the financial state of the organization at that time.

*Section 4: 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 organization's Executive Board.

**Article VII - 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 Board prior to duplication and distribution.

### **Article VIII - Meetings**

#### *Section 1: General Body Meetings*

The club is required to have regularly scheduled General Body Meetings with a focus on content relevant to the field of Psychology.

Members must be notified of all Official Business Meetings at least 14 days in advance.

#### *Section 2: 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.

### **Article IX - Advisor**

#### *Section 1: Selection*

The advisor shall be selected by the Executive Board 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 Board and will be allowed to address the Executive Board 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 Board.

#### *Section 4: Appeal Process*

The advisor will be notified in writing of the Executive Board's 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 X – Amendment to the Constitution**

#### *Section 1: Amendments*

Amendments to this Constitution shall be made only at an Executive Board Meeting of this organization with the full Executive Board Present.

#### *Section 2: Who may propose Amendments*

Proposed amendments to the Constitution or proposals to change or rescind an interpretation of the Constitution must be submitted by a Member of the Executive Board.

*Section 3: 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