

# UNIVERSITY OF SOUTHERN INDIANA PSYCHOLOGY CLUB CONSTITUTION

## PREAMBLE

The Psychology Club is offered to all disciplines of study at University of Southern Indiana. We, as students, see the need to form a campus organization that would enhance the learning process, serve the local community, and provide a resource network to those interested in the discipline of psychology.

## ARTICLE I – NAME

From this time forward, we will be recognized as the University of Southern Indiana Psychology Club.

## ARTICLE II – PURPOSE

The purpose of the University of Southern Indiana Psychology Club is to stimulate increased awareness of, and lend support to those interested in the discipline of psychology, as well as providing opportunities for community service and to facilitate interactions with other student organizations.

## ARTICLE III – MEMBERSHIP

### *Section I:*

Membership is open to any University of Southern Indiana student currently enrolled, alumni, faculty, or staff member.

### *Section II:*

Membership shall not be limited to a minimum, nor a maximum.

### *Section III:*

Members are required to attend a minimum of one meeting and one activity per semester.

### *Section IV:*

Membership status will be confirmed upon payment of membership dues.

## ARTICLE IV – VOTING

### *Section I:*

To maintain voting eligibility, membership dues must be paid and members must attend at least one business meeting and one function per semester.

### *Section II:*

Voting rights for all purposes, except election of officers and approval of the budget shall be limited to those members present at the designated meeting.

### *Section III:*

Election of officers and budget approval shall be by a majority of eligible voters by direct ballot.

## ARTICLE V

### *Section I:*

One-time dues shall be collected.

### *Section II:*

Dues will be used for honorariums, community service, social events, and recruitment.

### *Section III:*

Dues shall be set at the beginning of each academic year for that year. Minimal dues are set at \$10 per person for lifetime membership.

## ARTICLE VI – OFFICERS

### *Section I:*

The Psychology Club will maintain, but is not restricted to seven officers: President, Vice-President, Secretary, Treasurer, Social Media Officer, and Public Relations Officer.

### *Section II:*

Officers must be nominated by a member in good standing and also seconded by a member, also in good standing, to be eligible for election. Permission must be obtained from the nominee before nomination. Officers are required to maintain a 2.5 GPA.

*Section III:*

**The President** must coordinate and organize the club's officers and activities and ensure that it follows the guidelines set forth in both this constitution and those provided by Student Advisory and Budget Committee.

**The Vice-President of Internal Affairs** is to help the President administer the club, will be responsible for the posting of any and all notices, and shall assist the President in mailings. The Vice President must also assist in the recruitment of new members.

**Public Relations Officer** shall have the responsibility of arranging the club's community services, and any guest speakers. The Public Relations Officer shall assist in the recruitment of new members. He or she is also responsible for representing the Psychology Club to/with other clubs concerning any interactive events as necessary.

**The Secretary** shall have the responsibility of taking the minutes and presenting them at the next meeting. Tracking attendance and confirming voting eligibility shall also be the responsibility of the Secretary. Any printed material shall be the Secretary's responsibility. This includes the retrieval of official school forms for things like room usage, activity planning, etc and therefore is expected to work closely with the Vice-President of Internal Affairs.

**The Treasurer** shall have the responsibility of collecting dues paying bills, keeping track of applicant paperwork and maintaining financial records. Quarterly records of expenditures and income will be submitted by the Treasurer to a budget committee.

**The Historian** shall have the responsibility to keep a record of the club's accomplishments and activities for the year. Collect items such as pictures and news clippings about the club and its members. Organize a scrapbook to tell the club's story for the year.

**Social Media Officer** shall have the responsibility of updating the club's social media pages such as *Facebook* and *Instagram*.

Officers may delegate their powers to committees. All officers are to be ready, willing, and able to assist the President. Attendance, while not mandatory, is strongly encouraged. Officers exhibiting habitual poor attendance are advised that such behavior is grounds for impeachment.

*Section IV:*

Officers shall be nominated in March and elected in April of each year. The term of service begins and ends at the termination of spring semester each year. Voting shall be done by secret ballot where the majority vote shall decide those elected.

*Section V:*

Impeachment processes may result from any one officers' recommendation. This in turn will result in an officers meeting (to include the faculty advisor) in which the nature of

the problem with said officer will be addressed and corrective actions will be taken. These actions may include, but are not limited to impeachment.

*Section VI:*

In the event that an officer's position is vacated, by appropriate due process according to Robert's Rules of order, the remaining officers and the faculty advisor shall appoint a replacement for the rest of the year.

ARTICLE VII - OPERATING PROCEDURES

Business meetings shall be conducted informally, by the ranking officer. If it is deemed necessary to go to order, the ranking officer may invoke those procedures found in Robert's Rule of order - Revised.

ARTICLE VIII - AMENDMENTS

Amendments are subject to approval by the Student Activities and Budget Advisory Committee. Amendments can be proposed at any business meeting, by any current voting member. Members will be notified in advance of the meeting at which amendments are being considered. Amendments will be adopted by a majority vote of members present at the meeting.

*Updated April 3, 2020*