

Article I - Name

The name of this organization shall be the Elizabethtown College Psi Chi Chapter, hereinafter referred to as the Society and/or the Chapter.

Article II - Object

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.

Article III - Members

Section 1. Any Elizabethtown College student will be eligible to join Psi Chi upon fulfillment of the following requirements:

- Be formally declared a psychology major or minor.
- Have completed at least 3 semesters at Elizabethtown College.
- Have completed at least 9 semester hours of psychology coursework (or completed 6 and registered for 2).
- Have an overall GPA and a psychology GPA of 3.0 or above.
- Rank in the upper 35% of the class.

Section 2. The amount of any national fees or dues for any class of membership in the Society shall be established by the National Council.

Section 3. The annual dues shall be \$5.00, unless otherwise determined by the Chapter officers, and shall be payable on or before December 1.

Section 4. The treasurer shall notify members delinquent of dues by one month in their dues and those members shall not participate in the Society's activities if the dues remain unpaid.

Article IV - Officers

Section 1. The officers of the Society shall be the President, Vice-President, Secretary, Treasurer, and Special Project Coordinator.

Section 2. The officers shall perform the duties as described in Article VI.

Section 3. The officers shall be elected by ballot at the last meeting of the Academic year to serve a term of one year and until their successors are elected. Their term of officer shall begin upon adjournment of the meeting during which time they are elected.

Section 4. No person shall hold office if he is not a member, and no member shall hold more than one office at a time.

Section 5. Duties of the officers

a. President. The President shall preside over meeting in the following ways:

- (1) Call meetings to order and preside at meetings.
- (2) Announce the business before the chapter.
- (3) Preserve order and decorum.
- (4) Be familiar with parliamentary procedure.

The President shall also lead the Chapter in the following ways:

- (1) Provide role model of enthusiasm, integrity, fairness.
- (2) Lead membership - define and pursue goals and objectives of chapter.
- (3) Delegate responsibilities: ensure all members are assigned a task or placed on a committee and participate in the activities and work of the chapter.

b. Vice President. The Vice President shall serve as an assistant to the President, and will serve as an interim officer if vacant from a meeting. The Vice President shall also lead the Chapter in the following ways:

- (1) Serve as program chair for chapter.
 - a. Introduce speakers at meetings and programs.
 - b. Obtain facilities for meetings and programs.
 - c. Ensure that all meetings and programs are properly publicized.
- (2) Assist chairs of committees.
- (3) Assist secretary in preparing report of chapter activities to send to National Office.
- (4) Organize nomination and election of chapter officers.

c. Secretary. The Secretary shall serve as custodian of all records of the Society. The Secretary shall record all discussions and business performed during meetings of the club, and shall report the minutes to the club at the following meeting. The Secretary shall also lead the Chapter in the following ways:

- (1) Keep accurate roll of members' attendance at meetings.
- (2) Prepare an order of business for the president.
- (3) Keep a list of all committees of the chapter.
- (4) Have custody of all papers of the chapter not in the custody of the other

officers or the faculty advisor(s).

(5) Sign the Chapter's order to the treasurer for the disbursement of any of the chapter's funds.

(6) Carry on necessary correspondence.

(7) Compile list of email addresses of all chapter members.

(8) Distribute all emailed *Psi Chi Digest* messages from the National Office.

(10) Notify all members and advisors of place and time of meetings, elections, inductions, and other chapter activities.

(11) See that registration cards are properly filled out, prepare registration forms, and ensure that registration materials are sent to the National Office at least three weeks prior to all inductions.

(12) Prepare report of chapter activities and election of new chapter officers and send to the National Office for publication in *Eye on Psi Chi*.

(13) Receive and distribute all materials from the National Office, including copies of *Eye on Psi Chi*.

d. Treasurer. The Treasurer shall maintain accurate records of all financial concerns of the club. The Treasurer shall be given the right to access funds and accounts through the Elizabethtown College Business office, and shall allot monies as mandated by the membership of the Society. The Treasurer shall also lead the Chapter in the following ways:

(1) Establish working budget with your chapter.

(2) Collect all fees and dues. All National registration fees should be collected and deposited in time for one check or money order to be obtained and sent to the National Office no later than three weeks before the induction of new members is to take place.

(3) Pay all bills promptly. Ensure that all disbursements of chapter funds are made on order of the chapter.

(4) Report to chapter on a regular basis, including an end-of-the-year report. The financial records should be kept up to date and readily available for observation by advisors, officers, and members of the chapter. Because of the importance of keeping these records accurate and safe, always keep them in a secure location in the department or chapter office. They should not be taken home or carried about casually.

e. Special Project Coordinator. The Special Project Coordinator shall promote awareness of the Society, both the national organization and the local chapter, to the campus community and the community at large. The Special Project Coordinator shall organize, publicize, and oversee planning committees of all Psi Chi events, programs, and activities.

Article V – Meetings

Section 1. A regular meeting of the Society shall occur every month.

Section 2. A special meeting shall be held upon the decision of the Chapter officers.

Section 3. Members shall be reminded by the Secretary, 2 days before each meeting.

Section 4. The attendance of the Chapter officers shall constitute a quorum.

Article VI – Parliamentary Authority

The President shall preside over meetings and determine how the meeting shall run. The input of the Vice President, Secretary, Treasurer, and Special Project Coordinator shall be taken into consideration upon reaching such an agreement to determine how the meeting shall run.

Article VII – Amendment

Section 1. This constitution may be amended at any regular or special meeting by a two-thirds vote of the members present, provided that notice of the amendment was given to the members at least 2 days in advance.

Section 2. Upon ratification, amendments shall be sent to the Student Senate Judicial Committee and shall be put into effect upon approval from the committee.