#### CONSTITUTION & BYLAWS

**The Psi Chi Chapter of**

**Eastern Illinois University**

#### adopted on September 10, 2006 and/or most recently revised on August 31, 2016

**ARTICLE I NAME**

**Section 1.** The name of this student organization shall bethe Eastern Illinois University Psi Chi Chapter, a local unit of Psi Chi, the International Honor Society in Psychology, hereinafter referred to as the Chapter and the Society.

**ARTICE II PURPOSE**

**Section 1** The purpose of Psi Chi 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 COMPLIANCE**

**Section 1** The Psi Chi Chapter of Eastern Illinois University is a “registered” student organization at Eastern Illinois University and agrees to adhere to all local, state & federal regulations, university policies and Student Life Office procedures as set forth in the ***EIU Registered Student Organization & Advisor Handbook.***

**Section 2** The Psi Chi Chapter of Eastern Illinois University is affiliated with International Honor Society in Psychology and adheres to theInternational Honor Society in Psychology’s Constitution and Bylaws*.*

**Section 3** The Psi Chi Chapter of Eastern Illinois University may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these Constitution & Bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an student organization meeting where a quorum is present (advance notice is not required).

**Section 4** The rules contained in the most recent version of *Robert’s Rules of Order, Newly Revised* shall be the parliamentary authority for Psi Chi Chapter of Eastern Illinois University student organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

**ARTICLE IV MEMBERSHIP**

**Section 1** Membership in the Psi Chi Chapter of Eastern Illinois University shall be open to those regularly-enrolled Eastern Illinois University students who are making the study of psychology one of their major interests, or are faculty or alumni who have been admitted or readmitted to active status by this Chapter. All shall possess high standards of personal behavior.

 Alumni and faculty may become active members of the Chapter if approved for active status by two-thirds vote at a regular chapter meeting. Active member status shall apply to alumni for the academic year in which they are admitted to alumni status, and to faculty for as long as they are employed by the Institution. Active alumni members may be readmitted to active status as often as the Chapter votes to do so. Active faculty and alumni members shall be entitled to participate in all chapter meetings and shall have the right to vote and serve on committees, but do not have the right to run for chapter officer positions or serve as committee chairs.

**Section 2** Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 3** This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**Section 4** *Student Members*. Student members shall be students enrolled in undergraduate or graduate psychology programs at the time of induction. Only student members shall be entitled to hold chapter office. [Note: Membership requirements must meet the Society minimum criteria as stated in the Constitution of the Society.]

 *Undergraduate Students* shall be enrolled in the Institution, have registered for major or minor standing in psychology or for a program psychological in nature which is equivalent to such standings, have

* completed at least 3 semesters or equivalent of the college course,
* 9 semester hours or equivalent of psychology,
* earned a rank in the upper 35% of their class (minimum cumulative GPA of 3.0 on a 4.0 scale, in ALL coursework—both at EIU and elsewhere—completed), and
* a minimum 3.35 GPA in all psychology courses (both in classes taken at EIU and elsewhere).

 At least every two years the Chapter Faculty Advisor shall determine the top 35% cutoffs for each class at Eastern Illinois University. For the purposes of determining eligibility of undergraduate students via cumulative GPA cutoffs at the Institution, Psi Chi defines class as ALL sophomores, ALL juniors, and ALL seniors across Eastern Illinois University or the College of Sciences.

 *Undergraduate transfer students* who wish to join the chapter shall meet all chapter and Constitutional requirements for membership and have completed at least 1 semester or equivalent of the college course at Eastern Illinois University. Undergraduate transfer students who are already members of Psi Chi may transfer their Psi Chi membership to the Chapter, but are not required to do so.

 *Graduate Students* shall be enrolled in a psychology (or closely-related) graduate program at Eastern Illinois University, and shall have a minimum grade point average of 3.5 on a 4.0 scale in all graduate courses, including psychology. If graduate students are already members of Psi Chi they may officially transfer their Psi Chi membership to the Chapter, but are not required to do so.

 *Faculty Members* of the Institution and other psychologists who are full-time faculty at the Institution and hold a doctoral degree in psychology or a psychology-related field may become members of the Chapter upon election to membership and induction into Psi Chi, or by transfer of their Psi Chi membership to the Chapter. Faculty may become active members of the Chapter if approved for active status by two-thirds vote at a regular chapter meeting. Faculty Members shall not be eligible to hold chapter office.

**Section 5** Individuals seeking membership in the Psi Chi Chapter of Eastern Illinois University shall complete an application package. The following information shall be provided or included or attached:

* Transcripts from all of the schools attended. [Note: "Originals" will not be needed; copies will be just fine.
	+ Cumulative and psychology GPAs.
	+ Note that these will be verified by the Chapter Advisor and the Executive Committee.
* Signatures of at least 75% of current psychology faculty at Eastern Illinois University
* A 1-page application essay with a psychology faculty member’s signature.

**Section 6** Election to membership shall be by a two-thirds vote at a regular meeting of the Chapter or by unanimous vote of the Executive Committee.

**Section 7** Prior to induction, each prospective member shall pay an induction fee as determined by the Society, which shall entitle the inductee to lifetime membership without payment of further dues or assessments to the Society. All active members shall pay chapter dues as established by the Chapter.

**ARTICLE V EXECUTIVE OFFICERS**

**Section 1** The Executive Officers of the Psi Chi Chapter of Eastern Illinois University shall be a President, Vice President, Secretary, Treasurer, and Fundraiser.

**Section 2** **Powers and Duties of Executive Officers:**

 The officers shall perform the duties prescribed by these Bylaws, the Constitution and Bylaws of the Society, and by the parliamentary authority adopted by the Chapter, and shall fulfill such other duties and requirements as may be determined by the Society.

 a. The *President* shall serve as the Chief Executive Officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall be an ex officio member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.

 b. The *Vice President* shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

 c. The *Treasurer* shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization’s name, requiring signatures of either the Treasurer or the Faculty Advisor for authorized disbursements.

1. The *Secretary* shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.
2. The *Fundraiser* shall handle all fundraising and organize social activities for the Chapter. The Fundraiser shall oversee other duties as assigned by the President.

**Section 3** The Student Life Office at Eastern Illinois University RSO policies require that ALL of the Executive Officers maintain a minimum overall 2.0 cumulative grade point average or higher each term and must be in be in good academic and disciplinary standing with the university. The Executive Officers must be enrolled in at least 12 credit hours (9 credit hours for graduate students) each semester while holding an executive office.

No student member may hold more than one office. No student member may serve more than 1 year in the same office**.**

**ARTICLE VI SELECTION OF OFFICERS**

**Section 1** ThePresident, Vice President, Secretary, Treasurer, and Fundraiser are elected annually. Elections are held during the spring semester.

**Section 2** *Nomination of Officers.* At the regular chapter meeting preceding the meeting at which the election of officers is to be held, **a nominating committee** of three to five active members shall be elected. The chair of the nominating committee shall be a member of the Executive Committee, and at least one member of the nominating committee shall be the Chapter Advisor. It shall be the duty of this committee to nominate candidates who have agreed to serve, if elected, for the offices to be filled, and to present the slate of candidates to the membership at least (one week) prior to the meeting at which the election of officers will be held.

 Before the election, additional nominations from the floor shall be permitted. Members may nominate themselves for an office. Members may be nominated for more than one position; however, no member shall hold more than one office at a time.

**Section 3** The Executive Officers of the Psi Chi Chapter of Eastern Illinois University shall be nominated and elected in this order: President, Vice President, Secretary, Treasurer, and Fundraiser.

**Section 4** ExecutiveOfficers shall be elected by majority vote.

**Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

**Section 6** Ballots will be counted by the Chapter Advisor and the chair of the nominating committee.

**Section 7** Executive Officers-Elect shall be encouraged to begin attending Executive Committee meetings immediately after being elected. Each Officer-Elect will meet with his/her current counterpart to become informed as to the Chapter expectations for that office.

**Section 8** Executive Officers shall assume full office the start of the fall semester and shall serve for one year*.*

**Section 9** Should the office of President become vacant, it shall be filled by the Vice President. The subsequent vacancy of the Vice President position, or a vacancy in any other office, shall be filled by vote of the Executive Committee with the approval of the Chapter Faculty Advisor. Should all officer positions become vacant, the Chapter’s Faculty Advisor may appoint current student members to fill those vacancies until the next scheduled election.

**Section 10** *Officer Abandonment*. Any officer who does not attend Executive Committee or chapter meetings regularly or fulfill the duties of office may be deemed to have abandoned his or her office and replaced by majority vote of the other members of the Executive Committee.

 The officer in question must be informed of the Executive Committee meeting at which he or she may be deemed to have abandoned his or her office and replaced. The officer may present extenuating circumstances to explain his or absences, but the vote may proceed if the officer does not present or attend. All other members of the Executive Committee must vote, including the Chapter Advisor, in order to both affirm the officer has abandoned his or her office, and with whom the officer will be replaced. If a majority of the other members of the Executive Committee votes to affirm the officer abandoned his or her position, a formal officer removal process (Section 10 below) will not be necessary.

**Section 11** *Officer Removal*. Any member of the Chapter may request that an officer be removed by making the request in writing to the Chapter’s Faculty Advisor and the Executive Committee, excluding the officer in question.

 The request must include the name of the member(s) making the request and the reason for the request. The Executive Committee will vote on whether or not to present the proposed removal to the chapter. If they vote no, the matter ends there. If they vote yes, the officer facing removal must be notified in writing of the pending action, the reasons in the original request, the Executive Committee’s decision to proceed, and the date, time, and location of the chapter meeting where the case will be presented and vote taken. The officer facing removal must be notified at least 72 hours prior to the meeting.

 The officer must be given the opportunity to resign or to present justification to the Executive Committee in writing or in person for not proceeding. At its discretion the Executive Committee may vote again about taking the matter to the Chapter. The officer must be provided the opportunity to resign before the matter is presented to the Chapter. If the officer does not resign or convince the Executive Committee to drop the matter, the President (or another member of the Executive Committee—typically the Vice President, if it is the President whose removal is being considered) will present the case supporting removal of the officer at a regular or special meeting of the Chapter, and the officer in question will be given equal time to present his or her case against removal.

 The Chapter Faculty Advisor must be present at a meeting called to remove an officer. A two-thirds vote by secret ballot of the members present (including the officer in question, if present) at the meeting considering removal will result in an immediate end to his or her term of office.

 Any member removed from office by the Chapter may not run for chapter office in the future. If the officer refuses to respond or resign, he or she will be deemed to have abandoned his or her office.

**ARTICLE VII MEETINGS**

**Section 1** *Regular Meetings*. The Executive Committee and the Chapter Faculty Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings to each active member. Regular meetings shall be scheduled bi-weekly on Wednesday nights at 6:00 PMduring the academic year.

**Section 2** *Special Meetings*. Special Meetings can be called by the President or the Executive Committee, and shall be called upon the written request of one quarter of the active members of the Chapter. The purpose of the meeting shall be stated in the call, and business shall be limited to that which is stated in the call. Except in cases of emergency, at least three days’ notice shall be given.

**Section 3** *Quorum*. Business cannot be conducted unless a quorum of the student membership is present. Those active members the Psi Chi Chapter of Eastern Illinois University organization present shall constitute a quorum for the transaction of business.

**Section 4** Student Members must be present to vote. Absentee or proxy voting is not permitted.

**Section 5** In order to vote, a student member must be in good standing. Members of the Psi Chi Chapter of Eastern Illinois University shall maintain good (i.e., active) standing by not missing more than two regular meetings and participating in two chapter activities each semester.

**Section 6** Meeting minutes shall be recorded by the Secretary and made available to all members.

**ARTICLE VIII ADVISOR(S)**

**Section 1** The Psi Chi Chapter of Eastern Illinois University, as required by the Society, shall appoint to serve as the university advisor an individual who is a member of Psi Chi, holds a doctorate in psychology (or a closely-related field), and is a full-time member of the faculty of Eastern Illinois University. The advisor(s) shall fulfill the responsibilities specified in the ***EIU******Registered Student Organizations & Advisors Handbook***. Advisors shall serve on an academic year basis or until their successor has been selected.

**Section 2** The Chapter may also have up to two Chapter Coadvisors who are members of Psi Chi, and hold a masters or higher degree in psychology (or a closely-related field), and are full-time or part-time members of the faculty of Eastern Illinois University.

**Section 3** The Chapter Faculty Advisor and Coadvisor(s) shall assist the Chapter in fulfilling its purpose and the requirements of the Society. Chapter Advisor(s) may be terminated if they leave Eastern Illinois University or become less than full-time employees of Eastern Illinois University. Advisor(s) may also be terminated at the discretion of the Psychology Department Chair.

**ARTICLE IX EXECUTIVE COMMITTEE**

**Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

**Section 2** The Executive Committee shall meet weekly/bi-weekly or as determined during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All student members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

**Section 3** When necessary, Executive Committee business can be conducted via email, message board, or online meetings.

**Section 4** The Executive Committee shall have general supervision of the affairs of the Psi Chi Chapter of Eastern Illinois University between meetings and is authorized to take action when action must be taken prior to the next meeting.

**Section 5** The Executive Committee shall report to the student membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

**ARTICLE X STANDING AND SPECIAL COMMITTEES**

**Section 1** Chapter committees shall consist of at least three active members; one member of the committee shall serve as the chair of the committee.

 Standing committees shall be established by the Chapter in collaboration with the Executive Committee. Special committees may be established by the President, the Executive Committee, or the Chapter. The Psi Chi Chapter of Eastern Illinois University shall have the following standing committees**:**Membership, Induction, Activities, and After-Commencement Reception.

**Section 2** The duties of each of Standing Committees is as follows:

The *Membership* Committee shall promote membership in Psi Chi to all qualified persons.

 The *Induction* Committee shall make arrangements for induction ceremonies.

 The *Activities* Committee shall coordinate all social events and programming, including each semester’s Faculty-Coffees.

 The *After-Commencement Reception* shall plan, coordinate, carry-out the after commencement ceremony reception for the psychology department at the end of each spring semester. The chair of the committee (i.e., Reception Coordinator) should be a graduating active member with senior standing or at least one year of membership experience; all other members of the committee should be members with no more than junior standing.

**Section 3** The President shall have the authority to establish Special Committees as may be necessary from time to time to carry out the work of the Psi Chi Chapter of Eastern Illinois University***.***

**Section 4** The President shall appoint the chairpersons and members of all Special Committees*.*

**ARTICLE XI FINANCES/DUES**

**Section 1** Membership in the Psi Chi Chapter of Eastern Illinois University dues shall be $10 per semester.

**Section 2** Dues shall be paid by the 8th week of the semester.

**Section 3** The Psi Chi Chapter of Eastern Illinois University has the ability to assess the student membership for special purposes. Assessments shall be determined by a quorum of the student membership at a regularly scheduled meeting

**Section 4** Student members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

**Section 5** The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $500*.*

**Section 6** Psi Chi Chapter of Eastern Illinois University funds shall not be used to purchase or reimburse student members for alcoholic beverages.

**ARTICE XII DISCLIPLINARY PROCEDURES OF MEMBERS**

**Section 1** When a student member believes that another student member in the Psi Chi Chapter of Eastern Illinois University has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, Executive Committee shall prepare a report to the student membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine, or corrective remedies.

**Section 2** The student membership shall review the hearing report in executive session, and the student member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the student membership, the student member accused of misconduct shall leave the room for the remainder of the deliberations.

**Section 3** The student membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the student membership determines that misconduct has occurred, the student membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused student member shall be immediately notified of the outcome.

**Section 4** By a two-thirds vote, the student membership may reinstate a student member who has been suspended or expelled.

**ARTICLE XIII AMENDMENTS**

**Section 1** Proposed amendments to these Constitution & bylaws shall be presented to the student membership, in writing, one meeting prior to the meeting where the amendment(s) will be voted upon.

**Section 2** Constitution & Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**Section 3** These Bylaws shall not be in conflict with the Constitution and Bylaws or rulings of the Society. Any amendment of the Constitution and Bylaws or rulings of the Society affecting these Bylaws shall cause this document to be amended automatically to concur with such amendment.

**Section 4** A copy of any amendments to the Psi Chi Chapter of Eastern Illinois University Constitution & Bylaws must be submitted to the Student Life Office at Eastern Illinois University within two weeks after adoption.

The Psi Chi Chapter of Eastern Illinois University Constitution & Bylaws were adopted on September 10, 2006and/or most recently revised on August 31, 2016.