

CONSTITUTION SPRING 2017 (Ratified 2/14/17)

Article I--Name

The formal name of this organization shall be the Valdosta State University Psychology Club. The informal names shall be Psych Club and Psychology Club.

Article II--Purpose

The purpose of Psychology Club is to provide a forum in which students with a major or minor in psychology can interact with others who have similar interests. The Psychology Club allows all students to increase their knowledge about the field of Psychology and other related career choices. Additionally, the Club assists members with gaining experience in volunteer work, learning about graduate school, attend professional conferences, and meeting new friends.

Article III--Membership

Section 1 - Membership shall be open to all registered students at Valdosta State University. Membership to the Club is requested through campus connect. Members of the Club will be considered inactive members if they do not attend meetings throughout the year. However, they are still considered a member of the Club. The Psychology Club does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran.

Section 2 - Participation in a Psychology Club activity moves a person's membership to active status for the academic year. Procedures for keeping track of who is an active member of the club shall be specified in the bylaws. Only active members of Psychology Club are permitted to run for office or to vote in elections.

Section 3 - Members of the club may receive an honor cord for their participation as a Club member. Points are awarded for each meeting, event, and activity the Club hosts. When a member gains 25 points in any semester they become eligible to receive an honor cord from the Club. It is the responsibility of the member to keep up with their points during their time in the club. Point sheets must be signed by an individual on the executive committee. The 25 points may be earned any semester that the member is in the club. It is the member's responsibility to bring forward their signed point sheets to the current executive committee their graduating semester to receive their cord. Other honor regalia may be made available for point accumulation over multiple semesters.

Section 4 – Membership and Executive Committee participation will be subject to the rules and guidelines of the Valdosta State University office of Student life. *Further defined by the bylaws.

Article IV- Officers and the Executive Committee

Section 1 - Composition. The Executive Committee is comprised of the elected student officers and two faculty advisors. Elected officers of Psychology Club include a president, a vice-president, a treasurer, a secretary, and a public relations/social media manager.

Section 2 - Eligibility. The officers of this organization must meet the following: will continue as a VSU student for the next full academic year and displays adequate time necessary for completion of job duties. They must also meet GPA requirements as defined in the bylaws.

Section 3 - Term of Office. Officers are elected in the beginning of the fall semester and serve a one-year term (August to August).

Section 4 - Vacancies. If a position becomes open during the academic year, the Executive Committee may choose to hold a special election or it may choose to leave the office vacant until the regular elections. If the office is left vacant, the duties of the office will be shared among current members of the Executive Committee.

Section 5 - Duties. The specific duties of each office are described in the Bylaws.

Section 6 - Removal from Office. Officers may be removed from office for failure to perform their duties. They may also be removed per order of the Office of Student Life. Procedures for removal from office are described in the Bylaws.

Article V--Meetings

Every Tuesday at 12:30 pm in room 1302 of the Psychology Department.

Article VI--Elections

Officer elections will be held in fall semester for the academic year. Elections will be by secret written ballot. Election procedures are described in the Bylaws.

Article VII-Amendment to the Constitution

Amendments to the Constitution may be proposed by any active member of Psychology Club. The steps in the amendment process are:

- 1) Amendments must be introduced in writing prior to the meeting at which a preliminary vote on the amendment is scheduled. The amendment may be introduced at a prior meeting or it may be distributed electronically at least one week before the meeting at which a preliminary vote is to be taken. For electronic distribution, the amendment should be submitted in electronic format to a member of the Executive Committee in time for distribution to the members at large.
- 2) If the amendment receives a 2/3 majority approval of active members present and voting at a regular meeting, it shall be presented for approval to all active members.
- 3) Written secret ballots will be prepared and made available during an announced polling period. The polling period will be at least two days to allow maximum participation. A simple majority vote shall amend the constitution.
- 4) Amended constitutions will be submitted to the Student Life and Organizational Development within 10 days for final approval.

Article VIII--Ratification of the Constitution

Ratification of the Constitution shall be by simple majority of active members. Written secret ballots will be prepared and made available during an announced polling period. The polling period will be at least two days to allow maximum participation.

Article VIII-Finances

Finances will be attained through fundraising. The Treasurer will keep track of finances received and allocated. Finances can be spent on Psychology Club meetings, events, activities, and nonprofit charity donations.

Our Mission Statement: The VSU Psychology Club is a student run organization that allows psychology majors and minors to increase their knowledge about the field of Psychology and other related career choices. Additionally, the Club assists members with gaining experience in volunteer work, learning about graduate school, and meeting new friends.

Psychology Club Bylaws

1. The official name of the organization is the Valdosta State University Psychology Club, hereby referred to as the Psychology Club.

2. The Psychology Club is sponsored by the VSU Department of Psychology in the following ways:

- a. Faculty members serve as advisors to the club
- b. Promotes Psychology Club in classes by announcing meetings
- c. Provides bulletin board spaces
- d. Provides mailbox in department office
- e. Provides meeting room
- f. Provides educational materials for distribution

3. Purpose: The Psychology Club is a student run organization that allows all students to increase their knowledge about the field of Psychology and other related career choices. Additionally, the Club assists members with gaining experience in volunteer work, learning about graduate school, attending professional conferences and meeting new friends.

4. Executive Officers: President, Vice President, Secretary, Treasurer, Public Relations/ Social Media Manager

- i. Serves a one-year term. Those who want to run for a position must describe themselves to the club and explain why they would make the right choice for that position.
- ii. Elections will occur during a regular Psychology Club meeting in August
- iii. Eligible voters are current VSU students who are VSU Psychology Club members that attend the election meeting date
- iv. Voting is by secret ballot
- v. Officers will be elected by a majority vote
 - * In the event of a tie there will be a run-off election between the top two candidates
 - * If there is still a tie the candidate will be elected by a majority vote by the current executive officers
 - * The executive officers comprise a body known as the Executive Committee
- vi. Removal of officers will be done by the Executive Committee by unanimous vote.

5. Duties

a. President

- i. Shall represent the psychology club
- ii. In cooperation with other officers and VP's, organizes and coordinates activities and planning for club events
- iii. Delegates responsibilities to Psychology Club members who are willing and able to carry them out
- iv. Provides a written agenda to officers and advisor for each club and officer meeting
- v. Acts as a liaison with the Psychology Club faculty advisor

b. Vice President

- i. Is the acting president in the absence of the president
- ii. Plans regular programs for the Psychology Club meetings
- iii. Reviews and recommends changes to the Psychology Club bylaws as needed

c. Secretary

- i. Records minutes of regular meetings and posts them on Psychology Club bulletin board
- ii. Responsible for storing and transporting club t-shirts to and from meetings and events
- iii. Regularly checks club mailbox in psychology department office and brings mail to executive meetings each month
- iv. Maintains bulletin boards
- v. Provide a calendar of events
- vi. Posting of current photos
- vii. Posting meeting minutes
- viii. Sends mass e-mail to current psychology club
- ix. Monitors general club e-mail account
- x. Sends web updates to Psychology Club advisor

d. Treasurer

- i. Responsible for Psychology Club funds
- ii. Pays all club bills
- iii. Keeps a record of all income received and disbursements
- vi. Responsible for reimbursing other officers for club-related purchases

e. Public Relations/ Social Media Manager

- i. Responsible for maintaining the psychology club social media.

*Social media platforms are subject to removal or addition through majority approval from the Executive Committee.

ii. Responsible in part with the President and Vice President to organize committees that may better utilize the talents of the Club members.

iii. Official record keeper of meeting/event photographs, pamphlets, business cards, presentations, etc.

*To be provided to the following Executive Committee.

vi. Responsible for organizing fundraisers/events on and off campus in part with the President and Vice President.

vii. Responsible for organizing club sponsorships

e. In addition to the duties outlined above, all executive officers are expected to volunteer to lead and coordinate components of the major events sponsored by the Psychology Club, and attend all meetings and events.

6. Meetings

a. Psychology Club meetings will be held every Tuesday at 12:30pm in room 1302 of the Psychology building.

b. Executive committee meetings will be held on as needed basis determined by the President and Faculty Advisors.

c. Participation will be tracked through attendance rolls at meeting, events, and activities hosted by the Club or in cooperation with the Club.

7. Membership

a. Per the Student Organization Handbook, any students with below a 2.0 semester (term) GPA are not allowed to participate in student organizations, and students with below a 2.5 semester (term) GPA are not allowed to hold leadership positions within their organization.

b. Per explicit request from the Office of Student Life the Executive Committee must remove a member from the Club due to GPA requirements or academic suspension.