



## Columbia University Psi Chi Honor Society Chapter Bylaws

BYLAWS OF THE PSI CHI CHAPTER OF: Columbia University ("the Institution")

### ARTICLE I. | NAME

The name of this organization shall be the Columbia 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.

### ARTICLE II. | PURPOSE

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. | MEMBERS

**Section 1. *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.

- A. *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, and have
  - a. completed at least 3 semesters or equivalent of the college course,
  - b. 9 semester hours or equivalent of psychology,
  - c. earned a rank in the upper 35% of their class in general scholarship (minimum GPA of 3.7 on a 4.0 scale), and
  - d. a minimum 3.0 GPA average in psychology courses.
- At least every two years the Chapter Faculty Advisor shall determine the top (35)% cutoffs for each class, using the largest group for which comparison grades are available—either the entire Institution or the College that houses the psychology department. 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 the Institution or College. If the top 35% cutoffs are not available, a minimum of 3.3 GPA rule may be used as long as the selected cutoff truly represents excellence among peers.

Transfer Student Policy:

*Undergraduate transfer students* who wish to join the chapter shall meet all chapter and Constitutional requirements for membership and must complete at least 12 credits, or its equivalent, at the Institution.

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.

- B. *Graduate Students* shall be enrolled in a psychology (or psychology-related) graduate program at the Institution, and shall have

- a. completed at least 9 semester hours or the equivalent of graduate-level coursework,
- b. earned a minimum GPA of 3.7 on a 4.0 scale in all graduate courses, including psychology, and
- c. meet the graduate program's academic requirements (e.g., if specific courses require an A or B, students must meet those requirements even if their cumulative GPA is above 3.7)

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.

**Section 2.** *Alumni Members* are Psi Chi members who are no longer current students. Alumni members shall be entitled to attend chapter meetings, participate in chapter activities, apply for relevant awards and grants, and have access to other Psi Chi resources. Alumni shall have the right to vote. Alumni members do not have the right to serve as a chapter officer positions.

- A. *Alumni Inductees* are individuals who graduated before the Institution's Psi Chi Chapter was approved or installed. They must have met the Chapter's current membership standards based on their final transcript to be inducted as alumni members of the Chapter.
- B. *Faculty Members* of the Institution and other psychologists who are full-time employees at the Institution and hold a master's or doctoral degree in psychology or a psychology-related field may become alumni members of the Chapter upon election to membership and induction into Psi Chi. Faculty members who are already members of Psi Chi may transfer their Psi Chi membership to the Chapter.

**Section 3.** Membership in Psi Chi is open to qualified candidates of any age, sex, sexual orientation, race, handicap or disability, religion, and national and ethnic origin.

**Section 4.** 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 student and alumni members shall pay chapter dues as established by the Chapter.

## **ARTICLE IV. | OFFICERS**

**Section 1.** The officers of this Chapter shall be a President, Vice-President, Secretary, and Treasurer. 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.

[NOTE: There must be at least three elected officers representing the above functions by assigning the missing officer's duties to one or more other officers; however, this should be avoided and a fourth officer elected as soon as possible. A chapter may also have additional officers if desired, such as president-elect, additional vice-presidents, recording and corresponding secretaries, editor, historian, etc.]

**Section 2.** 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 a faculty member of the Institution. 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 in the Fall Semester. Before the election, additional nominations from the floor shall be permitted.

**Section 3.** The officers shall be elected by ballot to serve for one year or until their successors are elected, and the term of office shall begin in September. In the event there is only one candidate for an office, the election may be by voice vote.

**Section 4.** No member shall hold more than one office at a time. No member shall serve more than two terms in the same office.

**Section 5.** Should the office of President become vacant, it shall be filled by the Vice-President. A vacancy in any other office shall be filled by 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 6. *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 the office and be 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 this vote may take place. The officer may present extenuating circumstances to explain 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 Faculty Advisor, in order to both affirm the officer has abandoned the 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 the position, the officer removal process described below in Section 7 is not necessary.

**Section 7. *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 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 the case against removal. The Chapter Faculty Advisor must be present at a meeting called to remove an officer. If removal of the officer passes by a two-thirds vote taken by secret ballot of the members present (including the officer in question, if present) at the meeting, this will result in an immediate end to the 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, the officer will be deemed to have abandoned the office.

## **ARTICLE V | 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.

**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.*** Those members present and eligible to vote shall constitute a quorum for the transaction of business.

## **ARTICLE VI. | EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the officers of the Chapter and the Chapter Faculty Advisor.

**Section 2.** The Executive Committee shall have general supervision of the Chapter between its business meetings, set the hour and place of meetings, make recommendations to the Chapter, cause all reports required by the Society to be submitted in a timely manner, and shall perform such other duties as are specified in these Bylaws and the Constitution, and Bylaws and rulings of the Society.

**Section 3.** Meetings of the Executive Committee shall be called by the President or by any 2 or more members of the Committee.

**Section 4.** Executive Committee members are each entitled to one vote in any situation, regardless of whether they cover another officer's duties (see Article IV, Section 1).

## **ARTICLE VII. | CHAPTER FACULTY ADVISOR**

**Section 1.** The Chapter shall have a primary Chapter Faculty Advisor who is a member of Psi Chi, holds a doctorate in psychology (or a closely-related field), and who is a full-time member of the faculty of the Institution. The primary Faculty Advisor, who is chosen from the faculty by the Chapter in consultation with the department, may be inducted into Psi Chi when selected as advisor if she or he meets the faculty member eligibility requirements stated under membership. Faculty Advisors serve 3-year renewable terms.

**Section 2.** The Chapter may also have up to three Chapter Co-advisors 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 the Institution.

**Section 3.** The Chapter Faculty Advisor and Co-advisor(s) shall assist the Chapter in fulfilling its purpose and the requirements of the Society.

#### **ARTICLE VIII. | COMMITTEES**

Chapter committees shall consist of the chair and at least two additional student members. Standing committees shall be established by the Chapter. Special committees may be established by the President, the Executive Committee, or the Chapter. The Standing Committees of the Chapter shall be:

**Section 1.** The Public Relations Committee shall promote Psi Chi within the college/university community, and especially within the department of psychology.

**Section 2.** The Membership Committee shall promote membership in Psi Chi to all qualified persons.

**Section 3.** The Induction Committee shall make arrangements for induction ceremonies.

**Section 4.** The Program Committee shall select programs and make arrangements for chapter meetings.

**Section 5.** The Finance Committee shall prepare the budget and make an annual analysis of chapter fiscal management.

[NOTE: All five committees may not be needed by all chapters. Some chapters may have other committees.]

#### **ARTICLE IX. | PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order* Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution, and Bylaws of the Society, and any special rules of order the Chapter may adopt.

#### **ARTICLE X. | AMENDMENT OF BYLAWS**

These Bylaws may be amended at any meeting of the Chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting or has been submitted in writing to all active members of the Chapter including the Chapter Faculty Advisor(s) at least two weeks prior to the meeting at which it is to be considered. 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

