

Texas Wesleyan University Psychology Club

Constitution and Bylaws

Article I—Name

The formal name of this organization shall be the Texas Wesleyan University Psychology Club. The informal name shall be Psychology Club.

Article II—Purpose

The purpose of Psychology Club is to provide a forum in which students from any department at Texas Wesleyan University can interact with others who have similar interests. The meetings are designed to fill a number of functions including providing a way for people to get to know one another, to meet to talk about issues, to learn more information about courses and the psychology department, to discuss job and volunteer opportunities, and to get to know the psychology faculty in a more casual environment. The Psychology Club abides by and supports established Texas Wesleyan University policies, state and Federal laws.

Article III—Membership

Section 1 - Membership shall be open to all registered students at Texas Wesleyan University. The Psychology Club will 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 - Members will be eligible for voting immediately upon payment of membership dues. Beginning in Fall 2012, members will be eligible for election to an officer position only after being an active member of Psychology Club for at least one semester.

Section 3 – There will be no formal initiation ceremony for induction in the Psychology Club.

Article IV—Officers

Section 1 - Elected officers of Psychology Club include a president, a vice-president and a secretary. The faculty advisor will serve as the treasurer.

Section 2 - Eligibility. The officers of this organization must meet the following requirements:

(a) Beginning Fall 2012, must be an active member of Psychology Club for at least one semester prior to election.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours) during the term of office.

Section 3 - Term of Office. Officers will be elected in the spring semester and serve a one-year term (early May to early May).

Section 4 - Vacancies. If a position becomes open during the academic year, the officers 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 officers.

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. Procedures for removal from office are described in the Bylaws.

Article V—Meetings

Meetings will vary in content and include both social events and more formal sessions. Meeting times will vary with the date and times set by the Psychology Club officers. Meetings will be advertised through a variety of means including: announcements in class and flyers placed on the Psychology Department bulletin boards. Meetings will generally be scheduled about 5-7 times per semester.

Article VI—Elections

Officer elections will be held in the Spring Semester for the following academic year. Elections will be by secret written ballot. Election procedures are described in the bylaws. Information regarding the specifics of an election must be presented at a regular meeting at least one month prior to the election.

Article VII—Amendments 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 an officer 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 Office of Student Life within 10 days for final approval.

Article VIII—Ratification of the Constitution

Ratification of the Constitution shall be by simple majority. 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. All prospective members of psychology club will be eligible to vote. The ratified constitution will be submitted to the Office of Student Life within 10 days for final approval.

Article VIII—Finances

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization by the faculty representative. Funds will be deposited within 5 working days after collection. The Advisor to this organization must approve and sign each expenditure before payment.

BYLAWS

Article I—General Bylaws

Section 1 - Membership. Membership is open to any member of the Texas Wesleyan University community. Student members must be in good standing with the university and enrolled in at least 6 credits.

Section 2 - Dues. There is a one-time \$20 dues for membership. This amount is subject to change by amendment of this constitution.

Section 3 - Motions. The procedures for approving motions shall be as follows:

1) Motions may be proposed by any active member of Psychology Club.

2) In order to encourage discussion and to keep the membership informed, motions should be introduced prior to the meeting at which a vote is planned.

The motion should be introduced in written form. If a motion cannot be introduced at a prior meeting, it may be introduced through electronic distribution at least one week before the meeting at which a vote is planned. For electronic distribution, the motion should be submitted in electronic format to an officer in time for distribution to the membership at large.

3) Members present at a regular meeting may decide, by a 2/3 majority vote, to skip the procedure outlined in the prior paragraph and to take action on a motion that is first introduced at that meeting.

4) Motions shall pass by a simple majority of active members present and voting.

Section 4 - Bylaws. New bylaws and amendments to current bylaws may be proposed by any active member of Psychology Club. The procedure for action on bylaws is as specified for motions except that a 2/3 majority vote is needed to enact, amend, or rescind a bylaw.

Article II—Duties and Responsibilities of Officers

Section 1 - Elected Offices. The elected offices of Psychology Club include president, vice-president, and secretary; the faculty representative will serve as treasurer.

Section 2 - Attendance Requirement. Attendance at all club meetings is required of all officers. If circumstances prohibit an officer's attendance, then that absence will be excused. One unexcused absence is allowed each semester.

Section 3 - General Duties of Psychology Club officers

1) Officers represent the club membership. As such they should be role models of enthusiasm, integrity, and dependability

2) All officers are expected to assist other officers when needed

3) Due to the yearly change of officers, newly elected officers need to be trained and prepared for the transition of leadership. Current officers should thoroughly explain all duties to the new officers. Any pertinent materials should be passed along so that new officers are comfortable with their duties and responsibilities.

Section 4 - President. The president has the overall responsibility for the functioning of the club. The president calls to order all meetings and is generally responsible for scheduling club events. The duties of the president include:

a. Establish meeting times

b. Arrangement of facilities for meetings and programs

c. Providing secretary with information to put on the agenda

- d. Confirming with faculty advisor(s) that accounts have been paid
- e. Presiding over all meetings, announcing the agenda, introducing speakers, and making sure that all members are given a chance to be heard
- f. Leading members in defining and pursuing the goals and objectives of the club and keep a list of objectives with origin dates and projected deadlines
- g. Determining if extra funds are necessary and plan fundraising activities
- h. Delegating responsibilities to ensure that all officers participate in the activities and work of the club
- i. Maintaining good communication within and between the officers.

Section 5 - Vice-President. The vice-president assists the president in all club functions. Additional duties of the vice president include:

- a. In absence of president, or at request of president, perform president's duties
- b. Keep in close contact with president and faculty advisor(s)
- c. Assist chairs of committees
- d. Assist secretary/editor in preparing reports of club activities to be published
- e. Organize nomination and election of officers, preferably at the beginning of the Spring semester

Section 6 - Secretary. The secretary is generally responsible for all club records and correspondence. The duties include:

- a. Record minutes during each meeting
- b. Distribute copies of minutes to officers and faculty representative as well as make copies available to all members
- c. Keep a list of active members and a list of all committees of the club
- d. Prepare an order of business for the president
- e. Check the club's mailbox and distribute mail accordingly
- f. Ensure that all meetings and programs are properly publicized, which includes the production and posting of flyers, overheads, and other materials for advertisement, and submitting reports to campus media
- g. Carry on all necessary correspondence (including writing thank you notes to presenters)

Section 7 - Faculty Advisor. The faculty advisor serves as a liaison between the club and the faculty and staff in the department, college, and university.

Additionally, the faculty advisor serves as the treasurer. The advisor does not have veto power over actions of club except when they judge the actions to be contrary to university policy. Other duties include:

- a. Maintain records of income and expenses.
- b. Verify information concerning funds, deposits, and accounts
- c. Change signature on all financial accounts from predecessor to self
- d. Pay all bills promptly
- e. Keep all financial records up to date and readily available for review

- f. Keep all financial records in a secure location
- g. Report to club members at meetings on club finances

Article III—Removal from Office

An officer may be removed from office for failure to carry out the duties of the office, including attendance at meetings. If an officer fails to perform the duties of the office or more than one unexcused absence occurs, then the other officers may discuss removal of the officer at the next meeting. The officer must be informed, in writing, of the possible removal from office and must be given a chance to respond. If there is no response or if the other officers judge the response to be unacceptable, the membership may remove the person from office by a 2/3 majority vote on a secret ballot. Persons removed from office remain members of the club.

Article IV—Election Procedures

Officer elections will be held in the spring semester. Holding elections early in the semester provides an opportunity for the officers-elect to work with the current officers before assuming leadership at the end of the Spring semester.

Section 1 - Nominations. Nominations will be sought at the beginning of the Spring semester and the polling place and the polling period will be announced. Nominations may be made up to two weeks before elections. Each person may nominate one person for each position. Self-nominations are acceptable.

Section 2 - Campaigning. Persons nominated will be invited to prepare a statement of qualifications to be posted on the Psychology Department Bulletin Board and to be circulated via an electronic distribution system. Nominees may address the club members prior to elections at a regularly scheduled meeting.

Section 3 - Voting. Voting will be via secret ballot. The winner shall be determined by a simple count of votes.

Section 4 - Election Results. As soon as possible after polling is complete, the ballots will be counted by the faculty advisor and at least one other officer who is not on the ballot. The officers-elect will be notified via e-mail. Their names will also be posted on Psychology Department bulletin board.

Article V—Hazing

The Psychology Club will not perform any rituals that might possibly be defined as hazing nor will it condone any such activities. The Psychology Club agrees to follow all University rules, Texas laws or Federal laws in this matter.

Article VI—Alcohol and Drugs

The Psychology Club does not condone or support alcohol or drug use at club functions. Alcohol and drugs will not be a part of any Psychology Club function.