Chapter Bylaws Template

BYLAWS OF THE PSI CHI CHAPTER OF: University of Missouri, Kansas City (UMKC, “the Institution”)

ARTICLE I. | NAME
The name of this organization shall be the UMKC 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. Active Members. Active members are men and women who are making the study of psychology one of their major interests and who are students of the Institution, 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.

A. 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. Any chapter, at its discretion, may establish higher scholastic criteria such as specifying how many of the minimum 9 psychology credits must be completed at the Institution, or increasing the psychology or the cumulative GPA requirement.]

1. 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
   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 3.0 on a 4.0 scale), and
   d. a minimum 3.0 GPA in psychology courses.

   [Optional academic requirements]
   The chapter at the Institution has voted to accept more stringent academic requirements for undergraduate student eligibility. Undergraduate students must have
   a. completed at least 9 semester hours or the equivalent of psychology coursework,
   b. earned a rank in the upper 35% of their class in general scholarship, (minimum of 3.0 on a 4.0 scale),
c. a minimum 3.20 GPA in psychology courses, and

[NOTE: If the Chapter adopts more stringent requirements for undergraduate students, check the option above then make any desired changes.]

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 College of Arts and Sciences at UMKC.

☐ OPTION 1, standard 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

☒ OPTION 2, alternative transfer student policy:
Undergraduate transfer students who wish to join the chapter shall meet all chapter and Constitutional requirements for membership and have completed at least
a. 1 semesters or equivalent of the college course at the Institution,
b. have completed 6 semester hours or equivalent of psychology at the Institution.

[NOTE: If the Chapter adopts Option 1, check that option, then Option 2 does not apply. If the Chapter adopts Option 2, check that option, then Option 1 does not apply. Changes to transfer student requirements may lengthen or shorten the time required before transfer students are eligible to join the Chapter. Chapters at institutions that transfer credits but not grades cannot allow transfer students to join the Chapter until they have completed enough coursework to establish both psychology and cumulative GPAs 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.

2. Graduate Students shall be enrolled in a psychology (or closely-related) graduate program at the Institution, and shall have a minimum grade point average of (3.0) 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.

☐ [Optional academic requirements]
The chapter at the Institution has voted to accept more stringent academic requirements for graduate student eligibility. Graduate students must have
a. completed at least Number greater than 3 semester hours or the equivalent of graduate-level psychology coursework,
b. a minimum GPA of Number greater than 3.0 on a 4.0 scale in all graduate courses, including psychology, and
c. any other academic requirement may be added here.

[NOTE: If the Chapter adopts more stringent requirements for graduate students, check
B. 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 2. Membership in Psi Chi is open to qualified candidates of any age, sex, sexual orientation, race, handicap or disability, color, religion, and national and ethnic origin.

Section 3. Election to membership shall be by a two-thirds vote at a regular meeting of the Chapter.

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 active 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.]

Additional officers in the UMKC Chapter include: a second Secretary and up to two Publicity Officers.

Section 2. Eligibility. A person who has not yet been officially inducted may run if they have been accepted by the UMKC chapter, and have paid chapter and national dues. Only active student members may run for office, and must meet the minimum eligibility requirements:

1. A cumulative GPA of 2.5
2. Six credit hours of current enrollment
3. Must not be on student conduct disciplinary or honor code probation.
4. The requirement to be enrolled in six credit hours will be waived for Doctoral students who have completed their formal degree course work, have passed their comprehensive or matriculation examination, and are continuously enrolled in at least one hour of research in the Fall and Spring semesters.

Section 3. Elections.
1. Elections shall be run by the Faculty Advisor, with the assistance of the Secretary.
2. Voting may be done either in person, at a regular meeting, or electronically at the discretion of the Faculty Advisor. All votes will be collected and tallied by the Faculty Advisor.

3. Every effort will be made to notify all members of said election and, further, to reasonably accommodate the needs of all members desiring to participate.

4. Elections will be completed no later than April 30th of each year.

5. All positions will be elected for a term of one school year, by a majority vote of the membership.

6. In the event of a tie, a special election between the tied candidates will be held.

7. Open positions may be filled at any time by special election, to be called by the President or Vice President.

Section 4. 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 on May 1. In the event there is only one candidate for an office, the election may be by voice vote.

Section 5. No member shall hold more than one office at a time. No member shall serve more than two terms in the same office.

Section 6. 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 7. 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 Faculty 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, the officer removal process described below in Section 7 is not necessary.

Section 8. 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 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 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 active members present 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, bylaws and rulings of the Society.

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

**Section 2.** The Chapter may also have up to 2 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 active 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:

1. The Community Outreach Committee (COC) shall promote UMKC Psi Chi's efforts in public service, charity fundraising or supply drives, and any other community outreach efforts. A Publicity Officer or Secretary shall act as Chair of the COC.
2. The Events Committee (EC) shall select programs and make arrangements for chapter meetings, special events, and induction ceremonies. A Publicity Officer or Secretary shall act as Chair of the EC.
3. The Finance Committee (FC) shall coordinate and arrange all chapter fundraising efforts. The Treasurer shall act as Chair of the FC.

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. | FINANCE
Section 1. Dues and Fees. Active members will be required to pay initiation fees and other fees, as determined by Psi Chi. In addition, there will also be a chapter initiation fee, as determined by the Psi Chi officers. Active members who transfer from another chapter must pay the UMKC chapter fee.

Section 2. Financial Records. The books of account shall be kept up to date and open to the inspection of the UMKC Auditor. The Treasurer will, with the assistance of the UMKC Student Involvement Office, maintain all chapter funds.

ARTICLE XI. | ANTI-HAZING
Section 1. Hazing is strictly prohibited in the State of Missouri and by the University. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization.

Acts of hazing include, but are not limited to:
1. Any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance.
2. Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity.
3. Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Hazing is a class C Felony

ARTICLE XII. | 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. Amendments also may be voted on electronically. 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.

[DISCLAIMER: Text in red should be customized for your chapter. Text in blue is protected and cannot be altered. Chapters must abide by the rules set forth in the blue sections.]