

Constitution of the Psychology Club at Indiana University Bloomington

Club Mission:

The Psychology Club at Indiana University Bloomington provides students an opportunity to interact socially while enhancing their understanding and appreciation of psychology. Psychology Club will also help to create a community through the topic of psychology with academics, community service, as well as students to be more involved with the Psychological and Brain Sciences at Indiana University.

Club Purpose:

The Psychology Club offers academic support, graduate school and career preparation, and social and philanthropic opportunities to members. The club also encourages networking within the Department of Psychological and Brain Sciences at Indiana University.

Membership:

Psychology Club allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

General Membership Requirements:

- Indiana University students with an interest in Psychology Club.
- Students to want to take initiative to help the community and learn more about psychology.
- Required to attend at least one general meeting a semester and one event.

Executive Board Membership Requirements:

- Must be a member of Psychology Club in good standing – by attending 2 General Membership meetings or events per semester.
- Executive Board members must attend all Executive Board meetings to be an active member of the board and eligible to vote.
- Two unexcused absences during any semester will yield a meeting with the President and other Executive Board members to evaluate membership.
- To excuse an absence, members must notify the President before the start of the meeting.
-3 excused absences become 1 unexcused absence.

Executive Officer's Duties:

President:

- Preside over weekly Executive Board meetings and events.
- Represent the organization on campus.
- Ensure that the organization is operating in conformity with the standards set forth by Indiana University Bloomington and the Office of Student Organizations & Leadership Development.
- Maintain communication with organization Advisers.
- Oversee the operations of each executive members
-attendance, talk to chairs, be updated from VP as well
- The President or Vice President are the contact persons for all other Indiana University student organizations who wish to coordinate with Psychology Club or who have general thoughts, ideas, or concerns.

Vice President:

- Assist President when necessary.
 - Preside over meetings in any case where the President is unable to physically be in attendance.
 - Maintain communication with all members of the Executive Board on a regular basis.
- Oversee the operations of each executive committee
-attendance, talk to chairs

Secretary/Director of Communications:

- Write and maintain the weekly meeting's minutes and send minutes to all Executive Board members within 3 days.
- Maintain all of the organization's records and written correspondence.
- Track attendance at Executive Board meetings and events.
- Ensure that all members remain in good standing according to attendance policies.

Treasurer:

- Distribute funds for purchases when requested.
- Oversee the funds in the club account.
- Maintain accurate record of all of the organization's transactions. (google docs)
- Submit a report to the Executive Board on 3 occasions when requested by the President each semester on the amount of money in the account and recent expenditures.
- Periodically look for external sources of funding.

Action Committee Chairs (Social, Academic, Service, Public Relations):

- Preside over Action Committees during Executive Board meetings.
- Take notes about what is discussed during Action Committee meetings and share them with the Secretary.
- Report to the Vice President with event ideas.
- Take the necessary steps to carry out the event, including room reservations and a budget outline that is to be given to the Treasurer.
- Oversee the event planned by their respective committee
 - Every member is to create an event and present to the executive board after presenting and getting consent from the chair of the committee.
 - With each event created, an event planning report is to be signed and turned in with the necessary information for the specific event.
 - Each event will be shared on a google doc for all exec members to view upcoming events.
 - Advertise events as soon as a date is set.

Meetings:

- Executive Board Meetings will be held weekly for one hour.
- General member meetings and/or events will be held monthly.
- The President and Vice President have the authority to call or cancel meetings.
- Emergency or special meetings can be called only by the President and Vice President. Members will be notified of such meetings via email/Groupme.
- Meeting attendance shall be recorded through sign-in sheets then recorded and shared through google docs.

Election:

- Any Executive Board members in good standing who wish to hold a position as an Executive Officer may nominate themselves for a position.
- The member must write a statement of qualifications that pertains to the position to which they are applying. These essays will be presented to the entire Executive Board to be voted on.
- At least 2/3 of Executive Board members must be present to vote for officers. The winner will be chosen by a simple majority vote of 50% plus 1.
- If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes.
- All Executive Officer positions have a one-year term with a two-year limit.
- Elections will be held in the last month of the spring semester and those who are elected into a position will serve under the current officer until the end of the spring semester when they take over the position.

Impeachment of Elected/Appointed Persons:

- Members of Executive Board should discuss the situation with the individual concerned before making a final decision.
- An Officer or Action Committee Chair may only be removed from the Executive Board by a 2/3 majority vote.
- Vote can be done in private and kept confidential, or in a meeting; this is to the Executive Board's discretion.

University Compliance:

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Non-hazing:

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Personal Gain Clause:

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Statement of Non-Discrimination:

Psychology Club allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Amendments:

- An Amendment may be proposed by any voting member.
- Voting executive members will be notified of proposed amendments at meetings and by email.
- At least 2/3 of Executive Board members must be present to vote on an amendment and it must be approved by the Executive Board with a 2/3 of total vote.

- This constitution must be reviewed and updated every two years.
- General Members may be involved with an amendment if pertaining to General Members.

