

# UCSD Psi Chi/Psychology Club Constitution

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## **ARTICLE I. | NAME**

The organization shall be called Psi Chi/Psychology Club at UCSD.

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## **ARTICLE II. | STATEMENT OF PURPOSE**

### **Section 1. UCSD Psi Chi Chapter**

Psi Chi is the International Honors Society in Psychology whose mission is to provide students opportunities for leadership, scholarship, community service, and research. The UC San Diego chapter supports these opportunities by allowing students to form and join Committees of interest as well as having a panel of officers who consistently present opportunities for professional growth. Students will be able to participate in experiences that can aid them in becoming stronger applicants for graduate school, attend workshops, view guest speakers, gain leadership skills, and help people in need within the San Diego community through service projects. Being a registered member of the organization means a student has lifelong access to the following, but not limited to psychology fellowships, scholarships, a career database, submission access to a peer-reviewed academic journal, and opportunities to present at the annual WPA and APA conferences. The UCSD Psi Chi Chapter has criteria that must be met to become a member (as stated in Article III, Sections 1-3) in accordance with the standards of Psi Chi International.

### **Section 2. UCSD Psychology Club**

Psychology Club was founded with the intention of creating an inclusive space for all members of the UCSD community interested in learning more about psychology. There are no criteria that must be met to become a member (as stated in Article III, Section 4). Psychology Club members have access to all of the opportunities available to Psi Chi members with the exception of holding Executive Officer positions. At general body meetings (GBMs), both Psi Chi and Psychology Club members work together using Robert's Rules of Order to vote on the direction of the chapter for the academic year.

### **Section 3. Academic Student Organization**

UCSD Psi Chi/Psychology Club is an Academic Student Organization and is connected directly with the Psychology Department. Our faculty (community) advisor is Dr. Victor Ferraria, former chair of the department. Our assistant

faculty (community) advisor is Kristi MacKenzie, department undergraduate coordinator and advisor.

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### **ARTICLE III. | NONPROFIT STATEMENT**

UCSD Psi Chi/Psychology Club is a non-profit student organization.

Psi Chi - The International Honor Society in Psychology confirms that the University of California San Diego Psi Chi chapter (EIN 33-0650025) is a current Psi Chi chapter that meets Psi Chi constitutional standards. UCSD Chapter ID is 817.

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### **ARTICLE IV. | REQUIREMENTS FOR MEMBERSHIP**

#### **Section 1. Psi Chi Requirements for Non-Transfer Students**

Undergraduate Student Members who entered UCSD as a freshman shall be enrolled in the Institution and must:

- a. Be registered for a major or minor in psychology,
- b. Complete four (4) quarters of the college course,
- c. Complete at least 14 quarter units of psychology courses (any combination of AP high school, lower division, and upper division),
- d. Have a minimum cumulative UCSD GPA of 3.3 on a 4.0 scale,
- e. Have a minimum GPA of 3.0 on a 4.0 scale in all psychology courses.
- f. Earn a rank in the upper 35% of their class in general scholarship (a cut-off for each class - i.e. sophomore, junior, senior - will be determined using the process outlined below),
- g. Submit one application to Psi Chi International and one application to the UCSD chapter,
- h. Pay a \$65 lifetime membership fee, and
- i. Pay \$15 annual dues to be eligible for Distinguished membership, to hold Officer and Committee Chair positions, to vote on motions, and to vote in elections.

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.

## **Section 2. Psi Chi Requirements for Transfer Students**

Undergraduate Student Members who entered UCSD as a transfer student shall be enrolled in the Institution and must:

- a. Be registered for a major or minor in psychology,
- b. Complete one (1) quarter of the college course at UCSD,
- c. Complete at least four (4) upper-division, quarter units of psychology courses,
- d. Have a minimum cumulative UCSD GPA of 3.3 on a 4.0 scale,
- e. Have a minimum GPA of 3.0 on a 4.0 scale in all psychology courses,
- f. Earn a rank in the upper 35% of their class in general scholarship (a cut-off for each class - i.e. junior, senior - will be determined using the process outlined below),
- g. Submit one application to Psi Chi International and one application to the UCSD chapter,
- h. Pay a \$65 lifetime membership fee, and
- i. Pay \$15 annual dues to be eligible for:
  - Distinguished membership,
  - to hold Officer and Committee Chair positions,
  - to vote on motions,
  - and to vote in elections.

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.

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.

## **Section 3. Psi Chi Requirements for Graduate Students**

Graduate Students shall be enrolled in a psychology (or psychology-related) graduate program at the Institution, and must:

- a. Complete at least 14 quarter units or the equivalent of graduate-level coursework,
- b. Earn a minimum GPA of 3.0 on a 4.0 scale in all graduate courses, including psychology,
- 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 3.0),
- d. Submit one application to Psi Chi International and one application to the UCSD chapter,
- e. Pay a \$65 lifetime membership fee, and
- f. Pay \$15 annual dues to be eligible for:
  - Distinguished membership,
  - to hold Officer and Committee Chair positions,
  - to vote on motions,
  - and to vote in elections.

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 4. Psychology Club Requirements**

Members may have any major/minor and any GPA. They must:

- a. Submit one application to UCSD Psi Chi/Psychology Club, and
- b. Pay \$15 annual dues to be eligible for:
  - Distinguished membership,
  - to hold non-executive Officer and Committee Chair positions,
  - to vote on motions,
  - and to vote in elections.

#### **Section 5. Membership Status**

Members may hold the status of only one of the following at a time: *Psi Chi Applicant*, *Registered Psi Chi*, or *Registered Psychology Club*. Members who receive a Psi Chi status who previously held the status of Registered Psychology Club, will be considered by their Psi Chi status unless their Psi Chi application is denied.

##### **A. Psi Chi Applicant**

Psi Chi Applicant status is defined as someone who:

- a. Submitted the appropriate applications,

- b. Has an application than has not yet been approved or denied.

Once an application has been approved, the Applicant will receive a congratulatory email. To become a Registered Psi Chi member, the Applicant must then pay their lifetime membership fee after which they will receive a welcome email. If an application is denied, the member is still eligible for Psychology Club and may re-apply for a Psi Chi status if they believe they meet the requirements in the future.

### **B. Registered Psi Chi**

Registered Psi Chi status is defined as a member who:

- a. Meets the requirements to join Psi Chi (as stipulated in Article III, Section 1-3),
- b. Submitted the appropriate applications,
- c. Received a congratulatory email from UCSD Psi Chi,
- d. Paid a lifetime membership fee,
- e. Received a welcome email from UCSD Psi Chi, and,
- f. If the member was inducted in a previous academic year, he/she/they submits an annual registration.

These members are considered a lifetime member of Psi Chi - The International Honor Society in Psychology and a Registered member of the UCSD Psi Chi Chapter. Undergraduate and graduate students can join Psi Chi International without participating in the UCSD chapter.

### **C. Registered Psychology Club**

Registered Psychology Club status is defined as a member who:

- a. Meets the requirements to join Psychology Club (as stipulated in Article III, Section 4), and
- b. Submitted the appropriate application on an annual basis.

All applicants are accepted into the UCSD Psychology Club. Once your application has been processed, you will receive a welcome email.

### **D. Honorary Statuses: Distinguished, Distinguished with Accolades, and Distinguished with Highest Accolades**

Members of both Psi Chi and Psychology Club have the opportunity to earn honorary statuses which are awarded to members who earn a certain number of points, representative of active participation in our organization, during an academic year. Members must earn the points outlined below prior to Monday of Week 9 in Spring quarter.

*Benefits of Distinguished, Distinguished with Accolades, and Distinguished with Highest Accolades Membership Statuses*

For Returning/Non-Graduating Members:

- a. Eligible to run for Officer positions for the following academic year during Elections (to be held on the Saturday of Spring quarter Week 3), and
- b. Lower requirements for reaching Distinguished membership status the following academic year.

For Graduating Psi Chi/Psychology Club Members:

- a. Receive a free psychology graduation stole.

For Graduating Psi Chi Only:

- a. Eligible to borrow Psi Chi graduation stole.

For All Members:

- a. Have your status recognized by our Points Recorder at General Body Meetings,
- b. Priority for events/trips with limited capacity (for example, the Sea World trip),
- c. Recognition at Induction Ceremony and in the annual Memory Book (classified by Distinguished, with Accolades, and with Highest Accolades),
- d. Free admission to the Induction Reception following the Ceremony,
- e. Active participation in Psi Chi/Psychology Club will help you meet tons of awesome peers, professionals, and faculty members which can lead to research and lab positions; volunteer and employment opportunities; as well as (the most valuable of all) friendships, and
- f. Looks great on your CV!

*Distinguished Membership Status*

Requirements for members who are new to UCSD Psi Chi/Psychology Club during the current academic year or who did not reach Distinguished membership status during the previous academic year:

- a. Pays \$15 annual dues since the member registers,
- b. Earns five (5) points for attending General Body Meetings,
- c. Earns four (4) points for attending Events,
- d. Earns three (3) points for attending Committee meetings or events,
- e. Earns two (2) points for Fundraising,
- f. Earns two (2) points for attending Office Hours, and
- g. May earn up to three (3) Wildcard points in an academic year that may substitute for other categories of points except Fundraising or dues.

Requirements for members returning members who reached Distinguished membership status during the previous academic year:

- a. Pays \$15 annual dues since the member registers,
- b. Earns five (5) points for attending General Body Meetings,
- c. Earns three (3) points for attending Events,
- d. Earns two (2) points for attending Committee meetings or events,
- e. Earns two (2) points for Fundraising,
- f. Earns one (1) points for attending Office Hours, and
- g. May earn up to three (3) Wildcard points in an academic year that may substitute for other categories of points except Fundraising or dues.

Benefits of Distinguished membership status (in addition to the benefits for all honorary statuses):

- a. Starting Winter quarter, receive one entry into the Raffle\* held at GBM #3 and GBM #6.

#### *Distinguished Membership with Accolades*

Requirements:

- a. Pays \$15 annual dues since the member registers,
- b. Earns eight (8) points for attending General Body Meetings,
- c. Earns six (6) points for attending Events,
- d. Earns five (5) points for attending Committee meetings or events,
- e. Earns three (3) points for Fundraising,
- f. Earns three (3) points for attending Office Hours, and
- g. May earn up to three (3) Wildcard points in an academic year that may substitute for other categories of points except Fundraising or dues.

Benefits of Distinguished with Accolades membership status (in addition to the benefits for all honorary statuses):

- a. Starting Winter quarter, receive two entries into the Raffle\* held at GBM #3 and GBM #6.
- b. Receive one free entry into the End-of-Year Raffle\* held at the Reception after Induction (to be held on Friday of Spring quarter Week 9).
- c. Receive a free Distinguished Membership with Accolades sticker.
- d. Additional priority (after Distinguished with Highest Accolades) for events/trips with limited capacity.
- e. Looks even better on your CV!

*Distinguished Membership with Highest Accolades*

Requirements:

- a. Pays \$15 annual dues since the member registers,
- b. Earns eleven (11) points for attending General Body Meetings,
- c. Earns eight (8) points for attending Events,
- d. Earns seven (7) points for attending Committee meetings or events,
- e. Earns four (4) points for Fundraising,
- f. Earns four (4) points for attending Office Hours, and
- g. May earn up to three (3) Wildcard points in an academic year that may substitute for other categories of points except Fundraising or dues.

Benefits of Distinguished with Highest Accolades membership status (in addition to the benefits for all honorary statuses):

- a. Starting Winter quarter, receive three entries into the Raffle\* held at GBM #3 and GBM #6.
- b. Receive two free entries into the End-of-Year Raffle\* held at the Reception after Induction (to be held on Friday of Spring quarter Week 9).
- c. Receive a free Distinguished Membership with Highest Accolades sticker.
- d. First priority for events/trips with limited capacity.
- e. Looks absolutely incredible on your CV! (Plus, you can brag about all the things you did in Psi Chi/Psychology Club to future employers and/or graduate programs.)

\* Must be present at the Raffle to collect prizes.

## **ARTICLE V. | FREQUENCY OF ORGANIZATION MEETINGS**

### **Section 1. General Body Meetings**

General Body Meetings occur weekly on Thursdays during Weeks 1-9 of Fall quarter, Weeks 2-9 of Winter quarter, and Weeks 2-9 of Spring quarter. Minutes will be taken at all General Body Meetings and posted on the chapter website.

### **Section 2. Officer Meetings**

Officer Meetings occur weekly preceding Week 10. The day of these meetings is decided by the Executive Officers on a quarterly basis. Officer Meetings are for organizational purposes only and no decisions are made for the chapter during such meetings. Officer Meetings are open to any members interested in observing.

### **Section 3. Office Hours**

Each Executive Officer holds one hour per week of office hours Weeks 2-9. Each Non-Executive Officer holds office hours by appointment. Office Hours are for organizational purposes only and no decisions are made for the chapter during such meetings. No Minutes are recorded.

### **Section 4. Committee Meetings**

Committees meet outside of GBMs as often as needed. Committee Chairs will report Committee Updates weekly at General Body Meetings. Committee Meetings are for organizational purposes only and no decisions are made for the chapter during such meetings. Therefore, no Minutes are recorded.

### **Section 5. Events**

Events occur outside of GBMs. There is typically an event after each GBM in addition to at other times throughout the quarter. No events occur outside Fall, Winter, and Spring quarters.

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## **ARTICLE VI. | QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS**

Only registered UCSD students may hold office in the organization. Members may hold only one Officer position. Their term is for one academic year.

### **Section 1. Executive Officer Requirements**

*Executive Officers* (President, Vice President, Secretary, and Treasurer -- known collectively as the *Executive Committee*) must be registered UCSD students, be Registered Psi Chi members, and reach Distinguished membership status prior to Annual Elections of the preceding academic year. Psychology Club members can run for Executive Officer positions if the faculty advisor deems that they will be eligible to register for Psi Chi before the start of the following fall quarter. In the event that a candidate is elected who does NOT meet any of these criteria by the date they take office, the runner-up will be offered the office if they meet the Executive Officer criteria or, if the runner-up does not, a Special Election will occur. If no students with a Distinguished membership status apply, then the position will be open to other Psi Chi students who have more than five (5) points.

The officers shall perform the duties prescribed by the Psi Chi Chapter Bylaws, the Constitution and Bylaws of the Psi Chi International, and by the parliamentary authority adopted by the Chapter, and shall fulfill such other duties and requirements as may be determined by the Psi Chi International.

All Executive Officers are required to:

- a. Attend all GBMs,
- b. Attend Executive Committee meetings weekly, preceding Week 10,
- c. Hold office hours weekly for one hour during Weeks 2-9,
- d. Be aware of all projects and events that UCSD Psi Chi/Psychology Club is hosting or participating in to the extent that you are able to inform members of opportunities,
- e. Help create an inviting, inclusive environment for all members,
- f. Represent UCSD Psi Chi/Psychology Club professionally and positively in meetings, around campus, and in the San Diego community,
- g. Serve as [Principal members](#), including attending necessary trainings,
- h. Attain Distinguished with Highest Accolades membership status by the end of the academic year in order to receive CCR credit for the position.

#### **A. President Duties and Responsibilities**

- a. Make slides for and preside over weekly GBMs.
- b. Facilitate weekly Executive Committee meetings.
- c. Oversee the calendar of chapter events.
- d. Meet with the primary chapter advisor and Vice President on a weekly basis and maintain close contact with all chapter advisors as well as faculty/staff representatives of the Psychology Department.
- e. Delegate tasks to Officers.
- f. Support all Officers in completing tasks.

- g. Coordinate Officer transitions.
- h. Serve as secondary review and signature on financial accounts.
- i. Correspond with the UCSD Psychology Department and UCSD Center of Student Involvement.
- j. Maintain contact with Psi Chi International.
- k. Assemble Committees based on member interest and appoint Committee Chairs/Co-Chairs when necessary.
- l. Ensure that all decisions, including decisions to spend club funds, are made by majority vote.
- m. Remain fair and impartial including abstaining from votes unless it is to break a tie.
- n. Present opportunities for involvement and leadership in the chapter and beyond.
- o. Chair and facilitate the Induction Ceremony and Reception.
- p. Submit award and grant applications.
- q. Coordinate all housekeeping such as ensuring all emails are checked and answered in a timely email, the office is clean, there are copies of necessary forms available, all mail is received and opened, items are in stock.
- r. Confirm Officer and Committee tasks are completed according to schedule.
- s. Coordinate Officer evaluations.
- t. Embody a model of enthusiasm, integrity, and fairness.
- u. Provide encouragement and motivation to fellow Officers and members.

#### **B. Vice President Duties and Responsibilities**

- a. Assist the President in their official role.
- b. Assume duties and responsibilities of the President, including running GBMs, in their absence.
- c. Meet with the primary chapter advisor and President on a weekly basis and maintain close contact with all chapter advisors as well as faculty/staff representatives of the Psychology Department.
- d. Ensure that Officers are completing tasks assigned to them by use of Work Check-In's.
- e. Support all Officers in completing tasks.
- f. Organize merchandise orders and, if necessary, pick-up.
- g. Guide Committee Chairs/Co-Chairs, coordinate Committees, and ensure they are making adequate progress.

- h. Create and maintain the “Committee Chairs” section of the Committee List ([template](#)) and set up individual pages for each Committee.

### **C. Secretary Duties and Responsibilities**

- a. Send weekly newsletters.
- b. Record the minutes for each GBM and Executive Committee meeting following the template provided by Psi Chi International.
- c. Create weekly GBM attendance, on-campus event attendance, off-campus event RSVP surveys by duplicating and updating the templates (Google Drive:\Psi Chi Shared Drive\Chapter\Master Copies - DO NOT CHANGE / DUPLICATE AND MOVE BEFORE USE\Attendance / Participation), then moving them into the appropriate folder.
- d. Create and add bit.ly links for GBM and event attendance surveys to the meeting slides each week.
- e. Take attendance at events that require sign-ins or, if the Secretary is not present, ensure there is someone present to do so and set up their means of taking attendance.
- f. Send attendance for CCR events to Elisa Crossman.
- g. Reserve space for events as necessary.
- h. Organize GBM raffles (at GBMs #3 and #6) each quarter and the End-of-Year raffle.
- i. Create and maintain an inventory list of all Psi Chi supplies and their quantities.
- j. Ensure that regularly-used supplies are stocked and, if necessary, bring motions for funding to replenish supplies to the GBM.
- k. After Spring elections of the preceding year and over preceding Summer, create and/or update Face Sheets for each officer. Print, laminate, and post these in the office by the first week of Office Hours in Fall.
- l. Ensure that the Face Sheets are added to the Fall GBM #1 slides so members can get to know the officers.

### **D. Treasurer Duties and Responsibilities**

- a. During the Summer quarter preceding the academic year, coordinate with the faculty advisor and President to ensure that an appointment is made with the USE Credit Union to transfer the names on the account.
- b. Serve as the primary recorder and signature on financial accounts.
- c. Monitor the chapter’s budget and accounts on a consistent, regular basis.
- d. Prepare the chapter’s annual budget.

- e. Update all chapter balances and budgets including for sales, dues, Psi Chi registrations, and purchases.
- f. Transfer Venmo funds to the chapter bank account, once all new transactions have been recorded and budgets updated.
- g. Deposit cash to the Psi Chi chapter account of USE Credit Union within three to five business days.
- h. Collect chapter dues and Psi Chi one-time registration fees and convey this information to the Points Recorder as needed.
- i. Document all sales and transactions made throughout the club.
- j. Process reimbursements.
- k. Advise Chapter and membership on financial matters (such as vendors, ticket sales, reimbursements, etc).
- l. Maintain the financial history of the chapter.
- m. Report the available funds weekly to the Chapter in GBMs.
- n. Strategize fundraising methods.
- o. Coordinate fundraisers.

## **Section 2. Non-Executive Officer Requirements**

*Non-Executive Officers* (all Officers not previously characterized as Executive) must be registered UCSD students, be Registered Psi Chi or Psychology Club members, and reach Distinguished membership status prior to Annual Elections of the preceding academic year. In the event that a candidate is elected who does NOT meet any of these criteria by the date they take office, the runner-up will be offered the office if they meet the Non-Executive Officer criteria or, if the runner-up does not, a Special Election will occur. If no students with a Distinguished membership status apply, then the position will be open to other students.

All Non-Executive Officers are required to:

- a. Attend all GBMs,
- b. Attend Executive Committee meetings or meet with the President and/or Vice President two or more times per quarter as deemed necessary by the President and/or Vice President,
- c. Hold office hours by appointment during Weeks 2-9,
- d. Be aware of all projects and events that UCSD Psi Chi/Psychology Club is hosting or participating in to the extent that you are able to inform members of opportunities,
- e. Help create an inviting, inclusive environment for all members,

- f. Represent UCSD Psi Chi/Psychology Club professionally and positively in meetings, around campus, and in the San Diego community,
- g. Attain Distinguished with Highest Accolades membership status by the end of the academic year in order to receive CCR credit for the position.

**A. Historian Duties and Responsibilities**

- a. Submit three write-ups to [Eye on Psi Chi](#) during the academic year.
- b. Ensure that Committee Chairs email a summary of their event to the chapter email and you within one week of their event.
- c. Ensure that photos are taken (either by you, another Officer, or a Committee Chair) of the following:
  - i. Individual photos of each Officer,
  - ii. Group photo of all Officers,
  - iii. Group photo of UCSD Psi Chi/Psychology Club (to be taken after a GBM)
  - iv. Group photo of returning UCSD Psi Chi members (to be taken after a GBM of members inducted in previous years)
  - v. Group photo of new inductees (to be taken at the Induction ceremony in Spring)
  - vi. Photos of graduating members (to be collected in the Spring quarter when we send out the Alumni Survey)
  - vii. Photos of General Body Meetings periodically throughout the year,
  - viii. Photos of the members of each Committee (to be emailed to you and the Social Chair by the Committee Chair at least one week preceding their event/first event),
  - ix. Photos of the speaker(s) at each event occurring after meetings,
  - x. Photos from each Committee event (to be emailed to you and the Social Chair by the Committee Chair within one week of the event), and
  - xi. Photos of any other events or occasions where Psi Chi/Psychology Club is represented.
- d. Collect and compile photos into the appropriate folders on the shared Google Drive.
- e. After each event (held by a Committee or otherwise), compile information for the Memory Book.
- f. During Spring quarter, provide the Publicist with information compiled for the annual Memory Book.
- g. Contact local news sources regarding projects of specific significance in the greater community.

## **B. Member Coordinator Duties and Responsibilities**

- a. Process Psi Chi applications with the assistance of the Chapter Advisor.
- b. Process Psi Chi and Psychology Club registrations.
- c. Coordinate tabling events for Fall Week 0, Triton Day, and Transfer Triton Day.
- d. When a member registers, send “Welcome” emails to registered Psychology Club members and “Welcome Back” emails to returning, registered Psi Chi members.
- e. When a member applies to Psi Chi, send them “Psi Chi Application Received”, “Psi Chi Application Hold”, “Psi Chi Application Approved”, “Psi Chi International Application Missing”, and “Welcome to UCSD Psi Chi” emails as appropriate.
- f. Use chapter records to track Points for all members.
- g. Ensure that Committee Chairs are tracking attendance at Committee Meetings.
- h. Compile annual list of members who have Distinguished statuses.
- i. Send congratulatory emails to members who reach a Distinguished status.
- j. Add GBM slides to congratulate and honor Distinguished members.
- k. Respond to emails with questions about the Points system or Distinguished Membership status.
- l. Help educate members of opportunities that can help them earn points necessary to reach Distinguished status.
- m. If requested, coordinate visits to local community colleges about the UCSD psychology program.
- n. During the Summer quarter preceding the academic year, organize the Transfer Mentor Program by:
  - i. Recruiting and training mentors.
  - ii. Recruiting mentees.
  - iii. Pairing mentors and mentees.
  - iv. Connecting the mentors and mentees and ensuring the mentors reach out to mentees.

## **C. Program Coordinator Duties and Responsibilities**

- a. Organize opportunities and speakers that have expertise in areas of interest to chapter members by:
  - i. Compiling a list of potential speakers for lectures and workshops.
  - ii. Inviting guest speakers or organizations to hold lectures or workshops.

- iii. Arranging parking passes for guests to park in the Faculty Club Lot.
- iv. Sending reminder emails to guests prior to the event and “Thank You” cards after the event.
- b. Organize trips and off-campus events that require correspondence with outside organizations (for example: to see the Dr. Phil show).
- c. Find available research assistant positions, add flyers to GBM slides, and announce opportunities during GBM.
- d. Monitor and announce submission deadlines to apply or attend local research conferences in GBM.
- e. Coordinate attendance at local and regional psychology research conferences that members may be eligible to present at.
- f. Monitor and announce submission deadlines for student research journals, such as the Psi Chi Journal.

#### **D. Publicist Duties and Responsibilities**

- a. Create fliers for all chapter events using Canva.
- b. Upload upcoming event flyers to the “Home” page of the website.
- c. Send fliers to the Social Coordinator to post on social media and Secretary to send in weekly newsletters.
- d. Create designs for all merchandise such as stickers, apparel, and more.
- e. Create any necessary signs, such as the quarterly Office Hours sign.
- f. Create print materials for any projects such as the Journal or Research Conference.
- g. Create and maintain the chapter website.
- a. Move past event flyers to the “History” page of the website.
- b. Once completed by the Secretary, upload the GBM minutes to the “History” page.
- c. Update the website with new images as needed.
- d. Annually, ensure links to important documents are updated including:
  - i. New Psi Chi Application
  - ii. Returning Psi Chi Registration
  - iii. Psychology Club Registration
  - iv. Points Sheet
  - v. Transfer Mentee Sign-Up Form
- e. Quarterly, upload the new “Office Hours” flyer to the “Officers” page.
- f. In Fall quarter, update the Alumni Map (Google Drive:\Psi Chi Shared Drive\Chapter\Members\Alumni\Alumni Map\UCSD Psi Chi/Psychology

Club Alumni Map) with information from all members that graduated the preceding Spring with their plans after commencement.

- g. During Spring quarter, design and create invitations, programs, and any print materials necessary for Induction Ceremony or Reception.
- h. During Spring quarter, create the annual Memory Book from the information provided by the Historian.
- i. At the end of Spring quarter during your training of the Publicist Elect, make sure that the website is updated to reflect that our organization does not operate during Summer quarters.

#### **E. Social Coordinator Duties and Responsibilities**

- a. Run and maintain an organized social media presence.
- b. Upload all photos and post club information and updates, such as flyers, to social media on a regular basis.
- c. Coordinate fun posts such as Member and Faculty Spotlight.
- d. Work with the Historian as needed to compile photos into the appropriate folders on the shared Google Drive.
- e. Ensure that photos uploaded to Facebook are organized.
- f. Respond to any messages received through Facebook and Instagram.
- g. Organize and/or facilitate all social events.

### **Section 3. Methods of Selecting Officers**

*Annual Elections* will be held by the end of Week 4 in the Spring Quarter and follow the below procedures:

- a. At the regular chapter meeting preceding Annual Elections, a *Nominating Committee* of three to five Distinguished members who are not running for office for the following academic year shall be selected. The *Chair of the Nominating Committee* shall be a member of the Executive Committee (most often the President unless the current President plans to run for office) and will be responsible for selecting the other members of the Nominating Committee with 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 present the slate of candidates who have agreed to serve if elected to the membership at least one week prior to the meeting at which the Annual Elections will be held.
- b. The Chair of the Nominating Committee will then select an *Election Panel* of three to five Distinguished members who are not running for office with one of whom to serve as Chair. This may be the same students who served on the Nominating Committee. The purpose of the Election Panel is to ask questions of each candidate prior to voting. These questions will be designed to help the

membership know the qualifications of each candidate. The *Chair of the Election Panel* (most often the President unless the current President plans to run for office) will also be responsible for running Election proceedings.

- c. Before Annual Elections, additional nominations from the floor shall be permitted. Each candidate will be given the opportunity to speak for two (2) minutes and answer questions from the Election Panel. All candidates for the office will, then, step outside the room in which voting will occur.
- d. Only registered UCSD students and registered members of UCSD Psi Chi may vote in Elections of Executive Officers. Only registered UCSD students and registered members of UCSD Psi Chi/Psychology Club may vote in Elections of Non-Executive Officers. The Chair of the Election Panel will call for an anonymous vote and the candidate with the majority of votes will be elected. In the event that there is a tie between two or more candidates, there will be a revote between just the tied candidates. If candidates remain tied after the revote, then the current President may vote to break the tie. In the event there is only one candidate for an office, the election may be by voice vote in which the candidate needs a two-thirds majority to be elected. The candidate(s) may only re-enter the room after voting occurs.
- e. 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 the day following spring quarter final exams.
- f. No member shall hold more than one office at a time. No member shall serve more than two terms in the same office.

#### **Section 4. Methods of Replacing Officers**

Should the office of President become vacant, it shall be filled by the Vice President until a Special Election can be held. A vacancy in any other office shall be filled by a Special Election. Should all Executive Officers positions become vacant, the Chapter's Faculty Advisor may appoint current student members to fill those vacancies until the next scheduled election.

*Special Elections* may be held at any point in the academic year during General Body Meetings and follow the below procedures:

- a. Before Special Elections begin, all candidates must make known their intention to run.
- b. Each candidate will be given the opportunity to speak for two (2) minutes. All candidates for the office will, then, step outside the room in which voting will occur.

- c. Only registered UCSD students and registered members of UCSD Psi Chi may vote in Elections of Executive Officers. Only registered UCSD students and registered members of UCSD Psi Chi/Psychology Club may vote in Elections of Non-Executive Officers. The President will call for an anonymous vote and the candidate with the majority of votes will be elected. In the event that there is a tie between two or more candidates, there will be a revote between just the tied candidates. If candidates remain tied after the revote, then the current President may vote to break the tie. In the event there is only one candidate for an office, the candidate needs a two-thirds majority to be elected. The candidate(s) may only re-enter the room after voting occurs.
- d. 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 the day following spring quarter final exams.

#### **A. Officer Abandonment**

An Officer who misses three GBMs during their period in office for non-emergent reasons and/or without notifying the President or their absence in advance; fails to attend Officer Meetings or schedule and attend meetings with President and/or Vice President; and/or is not fulfilling the duties of the office may be deemed to have abandoned the office by a vote of the Executive Committee. The following procedure will occur:

- a. The President, Vice President, and the faculty advisor will offer a chance to convene with the Officer to offer support. The Officer may choose to resign or present extenuating circumstances at this meeting.
- b. If the Officer refuses to convene, the Officer is unable to convene within a timely manner, or no change occurs after the meeting, the Executive Committee will inform the Officer in question of the time, date, and location where an Officer Abandonment meeting will occur. The Officer may choose to resign or present extenuating circumstances in person or by writing at this meeting. The meeting and vote will occur regardless of if the Officer in question attends or is able to attend.
- c. All members of the Executive Committee (excluding the Officer in question if they are an Executive Officer) must vote, including the Faculty Advisor, in order to decide if the officer has abandoned the office. If a majority vote affirms abandonment, then the Chapter must be notified that Officer Abandonment occurred and a Special Election will take place to fill the vacancy.

- d. Any former member who was found to have abandoned their office 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.

## **B. 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 if they are an Executive Officer. The request must include the name of the member(s) making the request and the reason for the request. Sufficient cause for such removal may include, but is not limited to, a violation of this Constitution; evidence of unethical academic, professional, and/or financial conduct; or any other conduct deemed by the following proceedings to be contrary to the best interests of UCSD Psi

Chi/Psychology Club:

- a. Two of the President, Vice President, and the faculty advisor will offer a chance to convene with the Officer to offer support. The Officer may choose to resign or present an explanation at this time.
- b. If the President, Vice President, and faculty advisor (unless the President or Vice President is the Officer whose removal is being considered) agree that there are grounds for Officer Removal; the President, Vice President, and faculty advisor (unless the President or Vice President is the Officer whose removal is being considered) do not agree on a course of action; the Officer in question refuses to convene, or the Officer is unable to convene within a timely manner; the Executive Committee will inform the Officer in question in writing of the pending action, the reasons in the original request, and the time, date, and location where an Officer Removal meeting will occur. The Officer may choose to resign or present an explanation in person or by writing at this time. The meeting and vote will occur regardless of if the Officer in question attends or is able to attend.
- c. All members of the Executive Committee (excluding the Officer in question if they are an Executive Officer) must vote, including the Faculty Advisor, in order to decide whether there are grounds for Officer Removal. If a majority vote does NOT affirm there is cause for Removal, the matter ends there. If a majority vote does affirm there is cause for Removal, the Executive Committee must notify the Officer facing removal of the Executive Committee's decision

to proceed and the date, time, and location of the General Body Meeting where the case will be presented and vote taken. The Officer will be provided the opportunity to resign before the matter is presented to the Chapter. The Chapter Faculty Advisor must be present at a meeting called to remove an officer.

- d. If the officer does not resign, the President (or the Vice President, if it is the President whose removal is being considered) will present the case supporting removal of the officer at a General Body Meeting of the Chapter and the Officer in question will be given equal time to present the case against removal.
- e. Only registered UCSD students and registered members of UCSD Psi Chi/Psychology Club may vote. If removal of the officer passes by a two-thirds, anonymous vote 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 and there will be a Special Election to fill the vacancy at the following General Body Meeting.
- f. Any member removed from office by the Chapter may not run for chapter office in the future. If the officer refuses to respond, the officer will be deemed to have abandoned the office.

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## **ARTICLE VII. | COMMITTEES**

Committees are for the purpose of students working on areas of interest outside of the chapter meetings. Any committees of the Chapter may be comprised of both Psi Chi and Psychology Club members. Committees shall consist of the chair and at least two additional student members. The requirements and responsibilities of a Committee Chair are outlined in Section 3.

### **Section 1. Standing Committees**

Standing committees shall be established by the Chapter. The Standing Committees of the chapter shall be:

- a. The Executive Committee consists of the President, Vice President, Secretary, and Treasurer. This Committee shall make arrangements to ensure the effective functioning of the Psi Chi Chapter that upholds with Psi Chi International Constitution and the UCSD Psi Chi Chapter Bylaws. See UCSD Psi Chi Chapter Bylaws, Article VI for more information on the Executive Committee.

- b. The Induction Committee shall make arrangements for the induction ceremonies.

## **Section 2. Special Committees**

Special committees may be established by the President, the Executive Committee, or the Chapter.

## **Section 3. Committee Chairs**

Chairs must be registered Psi Chi or Psychology Club members who have paid chapter dues for the quarter(s) during which they will be serving as Committee Chair. Any registered Psi Chi and Psychology Club members can chair and/or join multiple committees regardless of their Officer status.

The responsibilities of a Committee Chair are as follows:

- a. Be a registered member of UCSD Psi Chi/Psychology Club;
- b. Pay chapter dues during every quarter they serve as Chair;
- c. Organize and run face-to-face and/or online meetings of the Committee;
- d. Recruit new Members to the Committee if necessary;
- e. Record the names, email, and position of each Member on the Committee List, to be updated each week prior to GBM;
- f. Record the date of each meeting and the attendance status of all Members on the Committee List, to be updated by the end of the day whenever a meeting occurs;
- g. Take a photo of the Committee at a Committee Meeting and send this to the chapter email and Publicist at least one week prior to whenever your (first) event occurs;
- h. Be primarily responsible for organizing and running events related to the Committee or, in the event of an absence, nominating and training a Member to serve as leader;
- i. Record the date of each event and attendance status of all Members of the Committee as well as all non-member volunteers/attendees of the event. Event attendance shall be emailed to the chapter email and Points Recorder by the end of the day whenever an event occurs;
- j. Ensure that appropriate photos are taken at the event, collected, and sent to the chapter email and Publicist within one week of whenever an event occurs;
- k. Write up a brief (three- to ten-sentence) summary of each event that your Committee holds and send this to the chapter email and Publicist within one week of of whenever an event occurs;

- l. Give Committee Updates at chapter meetings except in the case of community service committees whose updates will be given by the Community Service Coordinator; and
  - m. Be in regular contact with the Executive Committee to update them of progress and inform them of any roadblocks.
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## **ARTICLE VIII. | RISK MANAGEMENT**

UCSD Psi Chi/Psychology Club is a registered student organization at the University of California, San Diego, but not part of the University itself.

UCSD Psi Chi/Psychology Club understands that the University does not assume legal liability for the actions of the organization.

### **Section 1. Working with Minors or the Elderly**

Psi Chi partakes in community service projects within San Diego county that occasionally serve minors and the elderly. During these projects students are immediately supervised by the organization they are volunteering at.

UCSD Psi Chi/Psychology Club is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Psi Chi will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

### **Section 2. Medical Assistance**

Although we do not partake in activities that would be likely to require medical assistance, if there was a need for it the Officers will contact our President, faculty advisor, campus police, and emergency services if warranted. Additionally, in order to avoid discrimination, we observe the use of universal precautions by assuming all bodily fluids are infected.

UCSD Psi Chi/Psychology Club is a registered student organization at the University of California, San Diego, but not part of the University itself. UCSD Psi Chi/Psychology Club understands that the University does not assume legal liability for the actions of the organization. In the event that UCSD Psi Chi/Psychology Club provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **Section 3. International Travel**

Psi Chi does not partake in international travel.

### **Section 4. Handling hazardous chemical/material/equipment/machinery**

Psi Chi does not handle hazardous chemicals, materials, equipment, or machinery.

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## **ARTICLE IX. | COMMUNITY ADVISOR**

### **Section 1. Advisor Selection**

The advisor is selected based on their participation in Psi Chi from the previous years and must be someone within the Psychology Department.

### **Section 2. Advisor Term**

The Advisor will serve for the full school calendar year.

### **Section 3. Advisor Role**

The Advisor's role is to support the chapter, provide advice to the Officers, Committee Chairs, and Members. This includes aiding individuals with their positions, instructing individuals on how to utilize the resources of the chapter, mediating conflict between members, evaluating applications to certify a student's eligibility to join Psi Chi, registering students with the Psi Chi International office, and attending meetings if/when possible.

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## **ARTICLE X. | FINANCIAL MANAGEMENT**

### **Section 1. Financing Activities**

UCSD Psi Chi/Psychology Club will finance activities through fundraising and chapter dues. Additionally, the chapter may seek funding from Associated Students and the Psychology Department.

### **Section 2. Handling of Earned or Gathered Money**

The Treasurer will be in charge of handling and keeping proper documentation of the money the chapter earns. A chapter vote must be cast in order to use any funding, with the majority needed to pass the vote.

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## **ARTICLE XI. | AFFILIATION WITH OTHER GROUPS**

The UCSD Psi Chi Chapter is affiliated with Psi Chi International, the Honors Society in Psychology. We are required to uphold their minimum qualification standards to register students with the organization, provide opportunities to students, remain professional at all times, submit qualified applicants and their registration fee to the international office, and keep up to date with Psi Chi news and information.

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## **ARTICLE XII. | METHODS FOR AMENDING THE CONSTITUTION**

In the event the Constitution needs to be amended prior to the start of General Body Meetings for a particular quarter, amendments may be made with a unanimous vote for that amendment among the President, Vice President, and Chapter Advisor. Any amendments during the academic quarter must receive a two-thirds majority vote of the members.