Constitution

**Psychology Club**

July 2024

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization shall be the Psychology Club, also referred to in this context as the Club. Psi Chi is the International Honor Society for psychology. This honor/affiliation is obtained through acceptance of an application. Students do not have to be a Psychology Club member to apply for Psi Chi, or to be accepted into Psi Chi. However, the Psychology Club officer board serves as a liaison between UF and Psi Chi national headquarters. We send applications to Psi Chi on students' behalf, and we hold induction ceremonies at each semester banquet for those who have been accepted. Besides the induction ceremony, UF's chapter of Psi Chi does not hold additional meetings or events.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Psychology Club is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

**Section 1.** The purpose of the Club is to encourage and stimulate interest in psychology through a variety of activities such as conferences, philanthropies, fundraisers, socials, public lectures, workshops, and mentoring opportunities.

**Section 2.** This organization shall be not for profit and shall be non-commercial in nature. This organization shall conform to the regulations prescribed by the *Student Guide* and other laws and rules governing the University of Florida and its students. Hazing is, by all means, prohibited.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Psychology Club shall be a registered student organization at the University of Florida. Psychology Club shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

Psychology Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Psychology Club agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Psychology Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Psychology Club becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Psychology Club understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR PSYCHOLOGY CLUB**

Psychology Club may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Psychology Club agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization

The Faculty Advisor shall be appointed annually by the Club and shall assist the Club in fulfilling its purpose. In the event that any question is raised about any Club activity or provision of the Club’s governing documents – including the Constitution, Standing Rules, Officer and Member Handbooks – the Faculty Advisor, in consultation with the Psychology Department Chair where appropriate, shall be the final judge and arbiter. The Faculty Advisor should attend all executive, officer, and general body meetings. The Faculty Advisor shall be nominated by the officers and confirmed by a majority vote of the members. Should the Faculty Advisor fail to follow the rules of this Constitution or administer his or her duties, the executive board will conduct a meeting with the Faculty Advisor to inform him or her of his or her breach of the Constitution/failure to administer duties. If the Faculty Advisor does not resign, a vote shall be taken by the members. A majority vote will remove the Faculty Advisor from his or her position. To replace the Faculty Advisor, three faculty members in psychology will be nominated by the members. The executive board shall meet with the three faculty members. Those faculty members who agree to be the Faculty Advisor shall be taken to a majority vote by the members.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Psychology Club shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

**Section 1.** The Executive Officers of the Club are the President, Vice President, Secretary, and Treasurer. Only Psi Chi members may serve as Executive Officers. Any active member who has met the qualifications for Psi Chi membership, has formally applied, and has paid appropriate chapter and national dues, may run for an Executive Officer position even if not yet formally inducted by the National Office.

**Section 2.** The Board of Officers consists of the Executive Officers and the Committee Chairs. An Officer is any member of the Officer Board.

**Section 3.** *Vacancies.* Should the office of President become vacant, it shall be filled by the Vice President. A vacancy in any other position shall be filled by the Officer Board, which may opt to hold a special election for the position.

**Section 4.** *Dual Roles.* No member shall hold more than one Executive Office at a time, and no member shall serve more than two yearly terms in the same office. This clause does not prohibit Club officers from serving also as officers in a separate organization such as Psi Chi.

**Section 5.** *Removal of Officers.* Any elected officer may be removed with just cause. Decisions for such removal are to be made by majority vote of the executive committee. Guidelines for such removal include flagrant violation or neglect of an important duty of office and conduct that is prejudicial to the best interests of the Club. The Club may establish other guidelines, such as attendance requirements, which shall constitute grounds for removal. Such requirements should be established in writing in the Club’s Standing Rules.

**Section 6.** *Standing Rules.* **These rules are policies established in writing in the document titled *Standing* Rules and are established by a majority of officers voting at an officer meeting or a general meeting. They may be amended by a majority of officers voting at a Club meeting provided at least one week’s notice is given to all officers specifying the exact amendment that is proposed.** Officers may vote by absentee ballot and proxy on amendments to Standing Rules. These rules cover policies such as Club dues, the establishment and functioning of committees, and criteria for removal of officers not otherwise established in this Constitution.

**Section 7.** *Officer Handbook.* It is a duty of the President to compile or update an Officer Handbook which describes the duties and responsibilities of each officer in moderate detail. The handbook should reflect the experiences of previous officers in both routine functions and novel undertakings, and should contain worksheets, records, and any other documentation that will help guide and facilitate each officer in performing his or her duties. The handbook should be updated and turned over to the new President at the end of the President’s term of office. The new president should provide copies of the handbook to each new officer at the beginning of the school year. The policies specified in the Officer Handbook are subject to review and amendment through the same procedures as for the Standing Rules.

**Section 8.** *Duties of Officers.* The specific duties of each officer are spelled out in this Constitution, in the Standing Rules, and in the Officer Handbook. The general duties of the Executive Officers are as follows:

**Section 8.1*.*** *President.* The president compiles and updates the *Officer Handbook*, presides at all meetings and oversees the overall operations of the organization, ensuring that all functions are carried out efficiently and effectively.

**Section 8.2.** *Vice President.* The vice president presides at meetings in the absence of the president, invites and introduces guest speakers at the general meetings, and assists in other duties as may be assigned by the president.

**Section 8.3.** *Treasurer.* The treasurer receives and deposits funds into the Club’s bank account, spends Club funds for authorized Club expenses, keeps an up-to-date list of current dues-paying members, and keeps up-to-date records of balances and transactions involving Club funds. The treasurer shall make available all treasury records to the Executive Committee upon request.

**Section 8.4.** *Secretary.* The secretary compiles the roster of current club members and the roster of current active members, and the roster of Officer participation in Club events. The secretary also takes roll of Officer attendance at officer meetings and general meetings, takes minutes at officer meetings and general meetings, and assists in other duties that may be assigned by the president.

**ARTICLE IX. ELECTIONS**

Accepting special elections to fill vacant positions, officers shall be elected in April to serve one year, and the term of office shall run from May 1st to May 1st of the following year. The Faculty Advisor and at least one other member of the Executive Board shall supervise the elections. Officers are elected by a simple majority, and voting shall be by show of hands visible to only the election supervisors. Only full members who are currently on payment of Club dues may vote or run for office. At the general meeting preceding the meeting at which elections of officers is to be held, nominations shall be taken from the floor. A candidate may be nominated by another member or may nominate herself or himself. Immediately before the election of any office, additional nominations from the floor shall be permitted. Candidates are allowed a short campaign speech immediately before the election, and brief questions may be asked from the floor. In the event there is only one candidate for an office, the election may be by voice vote. In the event of a tie, the Board of Officers will vote and the candidate with the majority vote will earn the office position.

Except in special elections to fill vacant positions, officers shall be elected in April to serve one year, and the term of office shall run from May 1st to May 1st of the following year. The Faculty Advisor and at least one other member of the Executive Board shall supervise the elections. Candidates who are running for executive board positions shall be voted in through an anonymous poll made through Slido which will be filled out by current paying Club members only. Candidates running for directorship positions will be voted in by the current board of executive officers and board of directors of the Club.

Candidates who are running for Executive Board positions will fill out an application selecting which positions they are running for. They will then give a campaign speech during which they will give due paying members of the club a chance to ask any questions they may have regarding the candidate's plans and goals for the position they are running for. Candidates who are running for the presidential position will have to have served as an officer of the club for at least one year prior to their campaign, this excludes an assistant directorship position. All executive board candidates will receive a vote from an anonymous simple majority poll and attend an interview with the current Executive Board before they are officially appointed.

Candidates who are running for the board of directors’ positions will fill out an application selecting the positions they are running for. They will be interviewed by at least one member of the executive board and the current director of the position they are applying for before they are officially appointed. This will ensure that highly qualified and competent directors are elected.

In the absence of clear direction on election, amendment, and /or voting procedures, Psychology Club agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, Psychology Club does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by dues. Members are required to pay Club dues at the beginning of Fall and Spring semesters. The ceiling amount for dues shall be $50 per year, but this amount may be lower as specified in the Club’s Standing Rules. Club dues remain at a a current ceiling of $40 for the year. It is allowed for students to become members for a single semester for a cost of $25. This gives students who have one semester left of their undergraduate careers or have any other special circumstances to join for one semester.

Dues may be lowered accordingly in the case of a special circumstance that obligates the club to function at a lesser extent of involvement.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Psychology Club will leave any assets and outstanding funds to Alachua County Crisis Center.

**ARTICLE XII: AMENDMENT TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

**Section 1.** Amendments to this constitution may be suggested by any active member of the Club. The decision to submit a suggested amendment for a vote shall be made by at least two Executive Officers or by petition from at least five active members of the Club.

**Section 2.** This constitution may be amended by a two-thirds vote only at a general or special meeting of the Club held during the Fall or Spring semesters, provided adequate notice of the proposed amendment has been given to all dues-paying members of the Club at least two weeks prior to the meeting at which it is to be considered. The proposed amendment/s should be specified in the notice, and no other proposed amendment/s may be considered at the meeting. *Adequate notice* shall consist of posting the message on the Club’s bulletin board in the Psychology Department, sending an email message to current dues-paying members of the Club, and making a verbal announcement about the proposed amendment at the meeting immediately preceding the meeting at which the amendment is to be considered. Only dues-paying members of the Club may vote on amendments.

All amended constitutions must be submitted directly to Student Engagement for review and approval.