

Psychology Club Bylaws

1. **The official name of the organization is the University of Northern Iowa Psychology Club, hereby referred to as the Psychology Club.**
2. **The Psychology Club is sponsored by the UNI Department of Psychology in the following ways:**
 - a. Faculty member serves as an advisor to the club
 - b. Promotes Psychology Club in classes by announcing meetings
 - c. Provides bulletin board spaces (North Baker entryway)
 - d. Provides mailbox in department office (Baker 334)
 - e. Provides closet storage space in department (Baker 315B)
 - f. Provides access to photocopying
3. **Purpose: The Psychology Club is a student run organization that allows all students to build leadership and communication skills, while expanding their understanding and knowledge of psychology. Students shall gain these skills through officer positions, organizing events, and community service. Psychology Club also provides the opportunity to meet faculty and other students. Through membership students become acquainted with professional development for their career and other aspects of psychology that are not taught in the classroom.**
4. **Faculty Advisor**
 - a. Serves a three-year term
 - b. Is reviewed annually by executive committee for continuation of position
 - c. In the event of their resignation, is responsible for helping find a suitable replacement within the department
5. **Executive officers: Includes the positions of President, Vice President, Secretary, and Treasurer**
 - a. Officers must be members or initiates of Psi Chi
 - b. Serve a one-year term
 - c. Elections will occur during a regular Psychology Club meeting in April
 - d. Eligible voters are current UNI students who are UNI Psychology Club members that attend the election meeting date
 - e. Voting is by secret ballot
 - f. Officers will be elected by a majority vote
 - i. In the event of a tie there will be a run-off election between the top two candidates
 - ii. If there is still a tie the candidate will be elected by a majority vote by the current executive officers
 - iii. The advisor makes the decision in the instance that there is a tie amongst the executive officers
 - iv. If a problem still remains, refer to “Robert’s Rules of Order” vote

- v. The executive officers comprise a body known as the Executive Committee

6. Vice Presidents of Special Positions

- a. Officers must be members or initiates of Psi Chi
- b. The executive committee reserves the right to elect or appoint the following positions:
 - i. Psi Chi Liaison
 - ii. Communications Director (Officer)
- c. Those interested in running for each position may sign up for consideration at the April election meeting
- d. Nominees must be approved by majority vote of current Executive Committee
- e. These two positions are not considered Executive Officers as defined by these bylaws, but are granted full executive voting rights

7. Duties

- a. President
 - i. Shall represent the Psychology Club with the national organization of Psi Chi
 - ii. In cooperation with other officers and VPs, organizes and coordinates activities and planning for club events
 - iii. Delegates responsibilities to Psychology Club members who are willing and able to carry them out
 - iv. Provides a written agenda to officers and advisor for each club and officer meeting
 - v. Acts as a liaison with the Psychology Club faculty advisor
 - vi. Has the ability to create special positions when needed, subject to approval by the executive committee
- b. Vice President
 - i. Is acting President in the absence of the President
 - ii. Plans regular programs for the Psychology Club meetings
 - iii. Reviews and recommends changes to the Psychology Club bylaws as needed
 - iv. Sends web updates to department web person
 - v. In charge of ordering and bringing food to public meetings
 - vi. Responsible for checking and emptying pop can barrel in Baker Hall
- c. Secretary
 - i. Records minutes of regular meetings and posts them on Psychology Club bulletin board
 - ii. Responsible for storing and transporting club t-shirts to and from meetings and events

- iii. Regularly checks club mailbox in psychology department office and brings mail to executive meetings each month
 - iv. Maintains bulletin boards (Baker)
 - d. Treasurer
 - i. Responsible for Psychology Club funds
 - ii. Pays all club bills
 - iii. Keeps a record of all income received and disbursements
 - iv. Provides monthly financial statements at executive meetings
 - v. Has signing privileges on Psychology Club checking account
 - vi. Responsible for reimbursing other officers for club-related purchases
 - e. In addition to the duties outlined above, all executive officers are expected to volunteer to lead and coordinate components of the major events sponsored by the Psychology Club, and attend all meetings and events. In addition to this, all executive officers are responsible for updating and maintaining handbooks describing their position to be handed down to the new officers at the end of the year
 - f. Vice Presidents of Special Positions
 - i. Psychology Club members holding this title are expected to organize a major or ongoing club event, be active in Psychology Club events, to attend officer meetings as well as club meetings, and to volunteer to lead and coordinate components of major club activities
 - g. Psi Chi Liaison
 - i. Corresponds with national Psi Chi organization
 - ii. Investigates opportunities in Psi Chi (i.e., conferences, funding opportunities)
 - iii. Organizes annual Psi Chi induction ceremony held in April
 - iv. Monitors club Psi Chi e-mail account
 - h. Communications Director
 - i. Updates website
 - ii. Provides calendar of events
 - iii. Provides posting of current photos
 - iv. Provides posting of minutes
 - v. Sends mass email announcements
 - vi. Monitors general club email account
- 8. **Excellence in Teaching Award**
 - a. Recognition awarded to an outstanding professor in the psychology department excelling in the areas of approachability, guidance, enthusiasm, versatility, organization, and challenging classroom standards
 - b. Club members present at the voting meeting are eligible to nominate, officers tabulate votes, five highest are nominated

- c. All nominees must submit materials displaying the five areas above to be considered for the award (i.e., teaching evaluations, student letters, and personal philosophies)
- d. Officers review submitted materials and score each candidate using the prepared scoring sheet, highest total is the winner
- e. Winner and nominees get certificates, winner is announced at CSBS Student Research Conference, award page created for conference program

9. Psychology Club Service Award

- a. Recognition awarded to an outstanding contributor to the Psychology Club
- b. Eligible individuals include officers, club members, faculty, or anyone seen significantly benefitting the club during the academic year
- c. Psychology Club members are to nominate candidate for the Psychology Club Service Award at a public meeting as well as have club members vote via email
- d. Officers are responsible for deciding on the final winner among those nominated along with the opinion of faculty advisor
- e. Psychology Club Service Award nominations occur during the early spring semester, therefore allowing the award to be presented at the Psi Chi Induction ceremony in April
- f. Winner receives a plaque and has their name engraved on the name list plaque in the psychology department office

10. Meetings

- a. Psychology Club meetings will be held once per month on the first Monday of the month at 7:30 p.m., but are subject to change at the executive officers' request
- b. Executive committee meetings will be held once per month as decided by current executive officers
- c. Club events are ordinarily open to all UNI students and to the general public

11. Dues and Membership

- a. Officers are exempt from yearly dues in exchange for their service to the club
- b. Dues may be paid at any time of the year, but are not prorated
- c. Any interested UNI student can officially join Psychology Club by paying annual dues of \$5, or as decided by executive officers
- d. The amount of dues will be decided on and ratified in the spring of each academic year by the executive committee
- e. The executive committee is only able to initiate official Psychology Club members that have paid their dues into Psi Chi