

## **Constitution of the Psychology Club at the University of Delaware**

### **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Psychology Club for the purpose of assisting students to become active, goal-oriented members of the university in the field of psychology while developing a strong social foundation and connecting members to opportunities on and off campus.

### **Articles**

- I. Name of Said Organization** – The organization shall be known as the Psychology Club at the University of Delaware.
- II. Organization's Objectives** – The objective of the Psychology Club shall be 1) to present members with opportunities to develop an interest and understanding of the breadth of psychology 2) to allow members the ability to become involved in local volunteer openings 3) to connect members with research or other preparation-oriented labor and 4) to provide a community for students interested in pursuing a career in psychology.
- III. Membership Criteria** – a member of the Psychology Club must be a full time, matriculated undergraduate student at the University of Delaware who agrees with the purpose and the objective of this group. Members are not required to have a major or minor in psychology, only to be interested in the field. A member is any person fitting the above criteria who has either 1) attended at least five general meetings or events during the current semester, 2) attended at least five general meetings or events during the previous semester, or 3) been accepted as a member by at least two Psychology Club officers. The Psychology Club shall have no member limit.
- IV. Non-discrimination Clause** – The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, religion, national origin, veteran, handicap status, or sexual orientation.
- V. Duties and Privileges of Membership** – Members are entitled to vote in all matters put before the organization for a vote, including the election of officers, the removal of officers and other persons, and amendments to this constitution or the bylaws. In cases where the Psychology Club spends money on goods and services for individuals (such as transportation to an event outside the university or acquisition of an event location), members are entitled to such goods and services.
- VI. Other Membership** – Any non-student that agrees with the purpose of the group and is willing to actively participate may become a member of the Psychology Club. Non-student members shall not be involved in voting for board positions, but are welcome to otherwise partake in club activities and meetings.

**VII. Policies and Procedures for Disciplining/Removing members** – Any disruption of any member of the Psychology Club shall be brought to the attention of an officer. It shall be the executive board's decision, by two-thirds vote, to place a member in a probationary period for six weeks or for immediate removal.

**VIII. Qualifications for Officers** – The Psychology Club shall have a minimum of five elected officers known as the Executive Board to administrate the club, coordinate with members and affiliates as well as manage the financial, political, and organizational operations of the Psychology Club. All officers shall have a minimum GPA of 2.25; any potential officer must be able to complete a full academic calendar year (i.e. no second semester seniors, semester abroad students).

**Section 1: President** – This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (including Start-of-the-Year, Mid-Year, and End-Year packets.) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. In order to be elected, the President must have already served on the executive board for at least one semester.

**Section 2: Vice-President** – The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice-President should also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

**Section 3: Treasurer** – The treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The Treasurer will also maintain all group ledgers. The Treasurer will also be responsible for requesting funds from the allocation board.

**Section 4: Secretary** – The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary shall take attendance of those present at the group meetings as necessary. The Secretary shall maintain the membership list and email database. The Secretary shall also be able to pass on records of the group's activities, such as what the group has done over the past year and who was involved.

**Section 5: Research/Internship Committee Chair** – Hereafter known as the RI Chair, the Research/Internship Committee Chair shall assist members in acquiring knowledge of and participation in positions on-campus in the field of psychology. The RI Chair shall also be familiar with local off-campus opportunities, and be able to connect members with organization staff.

- IX. Election of Officers** – Members do not need to be nominated to be eligible for election, but shall be members of the Psychology Club for at least one semester. All regular members shall be able to vote. A tie will be broken by the Executive Board.

**Section 1: Procedure for Disciplining/Removal of Officers** - Any disruption of any officer on the Executive Board of the Psychology Club shall be brought to the attention of the President or Vice-President. The officer in question has the right to present his or her perspective. It shall be the Executive Board's decision, by two-thirds vote, to place a member in a probationary period for six weeks or for immediate removal. The defendant officer shall not be involved in the vote. Upon removal, an interim election shall be held at the following meeting in accordance with Article IX of this constitution.

**Section 2: Resignations** – Any officer may resign at any time for any reason with a written resignation to the Executive Board. An interim election shall be held at the following meeting in accordance with Article IX of this constitution.

**Section 3: Officer Transition** - Elections will be held at the end of each spring semester for the following fall. Officers assume an apprenticeship after elections, working with the current officer, and become officers the following semester.

- X. Meetings** – Meetings are to occur once every two weeks, alternating between two times to allow maximum attendance of members. Executive Board meetings will occur at least as often and a minimum of two days prior to each group meeting. The advisor will be met with once a month in accordance with the convenience of the advisor.
- XI. By-Laws** – The organization shall establish by-laws to carry out the policies set forth in this constitution. A simple majority vote of the members, provided there is a quorum, shall be required to approve by-laws or changes to existing by-laws.
- XII. Quorum** – A quorum, where club business may be conducted, shall consist of a minimum of half of the total membership. No formal vote on any subject may be held without a quorum.
- XIII. Establishment of Committees** – The Committees of the Psychology Club shall consist of, and may increase from, the following: The Social Committee and Volunteer Committee. Each Committee shall have a chair, which is designated as an officer position and shall be a member of the Executive Board. The chair of each Committee shall be responsible for representing the appropriate field to inquiries, acting on the behalf of the Psychology Club in the designated field, and reporting its activities to the club and Executive Board. One Operation must be achieved by each committee each semester (i.e. field trip, affiliation with another group, or creation of a product such as a t-shirt).
- XIV. Selection of an Advisor** – The Advisor must be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as Advisor. The general purpose of the University Advisor is to encourage continuity in programming and to assist the organization in a manner consistent with the policies of the University. As a general rule, the Advisor should counsel the organization in the exercise of responsibility, and be familiar with its program. Advisors do not normally have authority to dictate or control the policies of the organization. An Advisor is not expected to attend meetings, only to be in weekly contact with the officer's board and accessible via email or phone on a regular basis. The student organization has the right to change the Advisor at any time.

- XV. Disbursal of Organizational Assets Should the Group Become Defunct** – The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XVI. Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a two-thirds vote by the Executive Board and approval by the Activities and Programs Office.
- XVII. Rules for Amending the Constitution** – Adding articles/sections to the constitution requires a two-thirds vote by the Executive Board.

**Signatures:**

See Attached

**President:** \_\_\_\_\_

**Vice-President:** \_\_\_\_\_


**Activities and Programs Staff:** \_\_\_\_\_

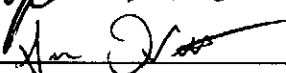
**Date:** \_\_\_\_\_

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Signatures:

President:  \_\_\_\_\_

Vice-President:  \_\_\_\_\_

Activities and Programs Staff: \_\_\_\_\_

Date: 4/22/08 \_\_\_\_\_