Chapter Bylaws Template

BYLAWS OF THE PSI CHI CHAPTER OF: University of Wisconsin-Stout (hereinafter referred to as “the Institution”)

**[Text in red should be customized for your chapter. Text in black is protected and cannot be altered.
Chapters must abide by the rules set forth in the black sections.]**

**ARTICLE I. | NAME**

The name of this organization shall be the University of Wisconsin-Stout Psi Chi Chapter, a local unit of Psi Chi, the International Honor Society in Psychology, hereinafter referred to as “the Chapter” and “the Society.”

**ARTICLE II. | MISSION**

The mission of the Society is recognizing and promoting excellence in the science and application of psychology.

**ARTICLE III. | MEMBERS**

**Section 1.** *Student Members*. Student Members shall be students enrolled in undergraduate or graduate psychology programs at the time of induction. Only Student Members shall be entitled to hold chapter office. [NOTE: Membership requirements must meet the Society minimum criteria as stated in the Constitution of the Society. Any chapter, at its discretion, may establish higher scholastic criteria such as specifying how many of the minimum 9 psychology credits must be completed at the Institution, or increasing the psychology or the cumulative GPA requirements. Any increased academic requirements should be added in the APPENDIX to these Chapter Bylaws.]

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.

1. UNDERGRADUATE STUDENTS. First check which eligibility policy applies to your Chapter’s Undergraduate Students (a or b, depending on availability of GPA cutoffs). Then check whether your chapter will use Psi Chi’s recommended standard or more stringent requirements (i or ii).
	1. [x]  *Standard eligibility policy for Undergraduate Students – because the 35% cumulative GPA cutoffs for sophomores, juniors, and seniors are available.*
2. *[x]  Standard, Recommended Requirements:*

*Undergraduate Students* shall be enrolled in the Institution, have registered for major or minor standing in psychology (or for a major or minor in a closely related program that is psychological in nature), and have all of the following:

* 1. at least 3 semesters (minimum 36 semester hours) or equivalent of college coursework completed,
	2. 9 semester hours or equivalent of psychology coursework completed,
	3. a minimum 3.0 psychology course GPA, and
	4. a cumulative GPA that ranks in the upper 35% of their class (sophomore, junior, senior) in general scholarship (minimum cumulative GPA of 3.0 on a 4.0 scale). Chapters must use the largest class comparisons possible, either across the entire university or the entire college.

or

*ii. [ ]  More stringent academic requirements (see APPENDIX).*

or

* 1. [ ]  *Alternate eligibility policy for Undergraduate Students – because the 35% cumulative GPA cutoffs for sophomores, juniors, and seniors are not available.*

*i*. [ ]  *Standard, Recommended Requirements:*

*Undergraduate Students* shall be enrolled in the Institution, have registered for major or minor standing in psychology (or for a major or minor in a closely related program that is psychological in nature), and have all of the following:

* 1. at least 3 semesters (minimum 36 semester hours) or equivalent of college coursework completed,
	2. 9 semester hours or equivalent of psychology coursework completed, and
	3. a minimum 3.0 psychology course GPA.
	4. Because the 35% cutoffs cannot be obtained for sophomores, juniors, and seniors at our Institution, our Chapter requires a cumulative GPA of Enter a number 3.3 or greater on a 4.0 scale. Our Faculty Advisor agrees that this cutoff demonstrates excellence among peers for sophomores, juniors, and seniors.

or

*ii. [ ]  More stringent academic requirements (see APPENDIX).*

1. TRANSFER STUDENTS. Check which eligibility policy applies to your Chapter’s Undergraduate Transfer Students (a or b). Then check whether your chapter will use Psi Chi’s recommended standard or more stringent requirements (i or ii).

a. [x]  *Our Institution transfers both credits and grades (select one of the two options below):*

* + 1. [x]  *Standard, Recommended Requirements:*

Undergraduate Transfer Students shall be enrolled in the Institution and meet the same requirements as Undergraduate Students who completed all coursework at the Institution. All transferred courses and grades count toward eligibility for Psi Chi. This means that transfer students may be eligible to join Psi Chi during their first semester at our Institution.

or

* + 1. [ ]  *More stringent academic requirements (see APPENDIX).*

or

b.[ ]  *Our Institution transfers credits but not grades (select one of the two options below):*

1. [ ]  *Standard, Recommended Requirements:*

Undergraduate Transfer Students shall be enrolled in the Institution and meet the same requirements as Undergraduate Students who completed all coursework at the Institution; however, because Transfer Students begin with a 0.0 GPA, they must establish both a cumulative and a psychology GPA at our Institution. The cumulative GPA will be based on completed coursework for 12 semester credits or equivalent and the psychology GPA will be based on completed psychology coursework for 9 semester credits or equivalent at our Institution. This means that the soonest transfer students to our Institution could be eligible for Psi Chi is after completing one full semester.

or

1. [ ]  *More stringent academic requirements for transfer students (see APPENDIX).*

Transfer Students (Undergraduate and Graduate) who are already members of Psi Chi may transfer their Psi Chi membership to the Chapter, but are not required to do so. Transfer Students who are already members do not have to pay another membership fee to the Society. However, if they do transfer their membership, they may purchase a new member certificate from their new Faculty Advisor.

1. GRADUATE STUDENTS. Check which eligibility policy applies to your Chapter’s Graduate Students:

[x]  *Standard, Recommended Requirements:*

*Graduate Students* shall be enrolled in a psychology (or psychology-related) graduate program at the Institution, and shall have all of the following:

1. completed at least 9 semester hours or the equivalent of graduate-level coursework,
2. earned a minimum GPA of 3.0 on a 4.0 scale in all graduate courses, and
3. 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).

or

[ ]  *More stringent academic requirements (see APPENDIX).*

**Section 2.** *Alumni Members* are Psi Chi members who are no longer current students. Alumni Members shall be entitled to attend chapter meetings, participate in chapter activities, apply for relevant awards, grants, and scholarships, and have access to other Psi Chi resources. Alumni shall not have the right to vote. Alumni Members do not have the right to serve as a Chapter Officer.

1. *Alumni Inductees* are individuals who graduated before the Institution’s Psi Chi Chapter was approved and installed. They must have met the Chapter’s current membership standards based on their final transcript to be inducted as Alumni Members of the Chapter.
2. *Faculty Members* of the Institution and other psychologists who are full-time employees at the Institution and hold a master’s or doctoral degree in psychology or a psychology-related field may become Alumni Members of the Chapter upon election to membership and induction into Psi Chi. Faculty Members who are already members of Psi Chi may transfer their Psi Chi membership to the Chapter, but are not required to do so. Faculty Members who are already members do not have to pay another membership fee to the Society.

**Section 3**. Membership in Psi Chi is open to qualified candidates of any age, racial, ethnic, ability status, gender identity, sexual orientation, religious, and social class background.

**Section 4**. Prior to induction, each prospective member shall pay an induction fee as determined by the Society, which shall entitle the inductee to lifetime membership without payment of further dues or assessments to the Society. All Student and Alumni Members shall pay chapter dues as established by the Chapter.

**ARTICLE IV. | OFFICERS**

**Section 1**. The Officers of this Chapter shall be a President, Vice-President, Secretary, and Treasurer. The Officers shall perform the duties prescribed by these Bylaws, the Psi Chi Constitution, Bylaws of the Society, and by the parliamentary authority adopted by the Chapter, and shall fulfill such other duties and requirements as may be determined by the Society.

[NOTE: There must be at least three elected Officers representing the above functions by assigning the missing Officer’s duties to one or more other Officers; however, this should be avoided and a fourth Officer elected as soon as possible. The Chapter may also have additional Officers if desired such as President-Elect, additional Vice-Presidents, Recording and Corresponding Secretaries, Editor, Historian, etc. Add additional Officers to the APPENDIX.]

**Section 2**. At the regular Chapter meeting preceding the meeting at which the election of Officers is to be held, a nominating committee of three to five active members shall be elected. The chair of the nominating committee shall be a member of the Executive Committee, and 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 nominate candidates who have agreed to serve if elected for the offices to be filled, and to present the slate of candidates to the membership at least one week prior to the meeting at which the election of Officers will be held in the Fall and Spring. Before the election, additional nominations from the floor shall be permitted.

**Section 3**. 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 At the beginning of the next academic semester. In the event there is only one candidate for an office, the election may be by voice vote.

**Section 4**. No member shall hold more than one office at a time. No member shall serve more than two terms in the same office.

**Section 5**. Should the office of President become vacant, it shall be filled by the Vice-President. A vacancy in any other office shall be filled by the Executive Committee with the approval of the Chapter Faculty Advisor. Should all Officer positions become vacant, the Chapter’s Faculty Advisor may appoint current student members to fill those vacancies until the next scheduled election.

**Section 6**. *Officer Abandonment*. Any Officer who does not attend Executive Committee or Chapter meetings regularly or fulfill the duties of office may be deemed to have abandoned the office and be replaced by majority vote of the other members of the Executive Committee. The Officer in question must be informed of the Executive Committee meeting at which this vote may take place. The Officer may present extenuating circumstances to explain absences, but the vote may proceed if the Officer does not present or attend. All other members of the Executive Committee must vote including the Faculty Advisor in order to both affirm that the Officer has abandoned the Office, and with whom the officer will be replaced. If a majority of the other members of the Executive Committee votes to affirm that the Officer abandoned the position, the officer removal process described below in Section 7 is not necessary.

**Section 7**. *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. The request must include the name of the member(s) making the request and the reason for the request. The Executive Committee will vote on whether or not to present the proposed removal to the Chapter. If they vote no, the matter ends there. If they vote yes, the Officer facing removal must be notified in writing of the pending action, the reasons in the original request, the Executive Committee’s decision to proceed, and the date, time, and location of the Chapter meeting where the case will be presented and vote taken. The Officer must be given the opportunity to resign or to present justification for not proceeding with removal to the Executive Committee in writing or in person.

At its discretion, the Executive Committee may vote again about taking the matter to the Chapter. The Officer must be provided the opportunity to resign before the matter is presented to the Chapter. If the Officer does not resign or convince the Executive Committee to drop the matter, the President (or another member of the Executive Committee—typically the Vice-President, if it is the President whose removal is being considered) will present the case supporting removal of the Officer at a regular or special meeting of the Chapter, and the Officer in question will be given equal time to present the case against removal.

The Chapter Faculty Advisor must be present at a meeting called to remove an Officer. If removal of the Officer passes by a two-thirds vote taken by secret ballot of the members present (including votes by the Officer in question and the member who made the request for removal, if present) at the meeting, this will result in an immediate end to the term of office. Any member removed from office by the Chapter 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.

**ARTICLE V. | MEETINGS**

**Section 1**. *Regular Meetings*. The Executive Committee and the Chapter Faculty Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings to each active member.

**Section 2**. *Special Meetings*. Special Meetings can be called by the President or the Executive Committee and shall be called upon the written request of one quarter of the active members of the Chapter. The purpose of the meeting shall be stated in the call, and business shall be limited to that which is stated in the call. Except in cases of emergency, at least three days’ notice shall be given.

**Section 3**. *Quorum*. Those members present and eligible to vote shall constitute a quorum for the transaction of business.

**ARTICLE VI. | EXECUTIVE COMMITTEE**

**Section 1**. The Executive Committee shall consist of the Officers of the Chapter and the Chapter Faculty Advisor.

**Section 2**. The Executive Committee shall have general supervision of the Chapter between its business meetings, set the hour and place of meetings, make recommendations to the Chapter, cause all reports required by the Society to be submitted in a timely manner, and shall perform such other duties as are specified in these Bylaws and the Constitution, and Bylaws and rulings of the Society.

**Section 3**. Meetings of the Executive Committee shall be called by the President or by any 4 members of the Committee.

**Section 4**. Executive Committee members are each entitled to one vote in any situation, regardless of whether they cover another Officer’s duties (see Article IV, Section 1).

**ARTICLE VII. | CHAPTER FACULTY ADVISOR**

**Section 1**. The Chapter shall have a primary Chapter Faculty Advisor who is a member of Psi Chi, holds a doctorate in psychology (or a closely related field), and who is a full-time member of the faculty of the Institution. The primary Faculty Advisor, who is chosen from the faculty by the Chapter in consultation with the department, may be inducted into Psi Chi when selected as advisor if she or he meets the faculty member eligibility requirements stated under membership. Faculty Advisors serve 3-year renewable terms.

**Section 2**. The Chapter may also have up to two Chapter Coadvisors who are members of Psi Chi, and hold a masters or higher degree in psychology (or a closely related field), and are full-time or part-time members of the faculty of the Institution.

**Section 3**. The Chapter Faculty Advisor and Coadvisor(s) shall assist the Chapter in fulfilling its mission and purpose and the requirements of the Society.

**ARTICLE VIII. | COMMITTEES**

Chapter committees shall consist of the chair and at least two additional Student Members. Standing committees, which are established to accomplish duties that are continuous, shall be established by the Chapter. Special committees may be established by the President, the Executive Committee, or the Chapter for a specific purpose. Special committees automatically dissolve when their purpose is completed. The Standing Committees of the Chapter shall be as described below:

[ ]  **Section 1**. The Public Relations Committee shall promote Psi Chi within the college/university community, and especially within the department of psychology.

[ ]  **Section 2**. The Membership Committee shall promote membership in Psi Chi to all qualified persons.

[ ]  **Section 3**. The Induction Committee shall make arrangements for induction ceremonies.

[ ]  **Section 4**. The Program Committee shall select programs and make arrangements for Chapter meetings.

[ ]  **Section 5**. The Finance Committee shall prepare the budget and make an annual analysis of chapter fiscal management.

[NOTE: All five committees listed above may not be needed by all chapters. In addition, some chapters may have other committees, which may be added below.]

[ ]  **Section 6.** Enter name of any additional committees

**ARTICLE IX. | PARLIAMENTARY AUTHORITY**

The rules contained in *Robert’s Rules of Order* Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution, and Bylaws or rulings of the Society, and any special rules of order the Chapter may adopt.

**ARTICLE X. | AMENDMENT OF BYLAWS**

These Bylaws may be amended at any meeting of the Chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting or has been submitted in writing to all active members of the Chapter including the Chapter Faculty Advisor(s) at least two weeks prior to the meeting at which it is to be considered. These Bylaws shall not be in conflict with the Constitution and Bylaws or rulings of the Society. Any amendment of the Constitution and Bylaws or rulings of the Society affecting these Bylaws shall cause this document to be amended automatically to concur with such amendment.

**APPENDIX**

If you selected options that reference the APPENDIX, enter your Chapter’s specific choices below.

**ARTICLE III. | MEMBERS**

If you selected *More stringent academic requirements* in Article III Members: Add any other academic requirements to Undergraduate or Graduate Student Eligibility below. The Chapter’s vote to accept these bylaws includes acceptance of any additional requirements shown in the APPENDIX.

*More stringent Undergraduate Student eligibility policy:*

The Chapter at the Institution has voted to accept more stringent academic requirements for Undergraduate Student eligibility. Undergraduate Students must have

[ ] completed at least Enter a number 9 or greater semester hours or the equivalent of psychology coursework,

[ ] earned a rank in the upper Enter a number 35 or lower% of their class in general scholarship, (minimum GPA of 3.0 on a 4.0 scale), and

[ ] received a minimum Enter a number 3.0 or greater GPA in psychology courses.

[ ] Add any additional academic requirements HERE.

*More stringent Undergraduate Transfer Student eligibility policy if the Institution transfers both credits and grades:*

The Chapter at the Institution has voted to accept more stringent academic requirements for Undergraduate Transfer Student eligibility. Undergraduate Students must have

[ ] completed at least Enter a number 0 or greater semester hours or the equivalent of psychology coursework at this Institution,

[ ] completed at least Enter a number 0 or greater semester hours or the equivalent of coursework at this Institution,

[ ] earned a rank in the upper Enter a number 35 or lower% of their class in general scholarship, (minimum GPA of 3.0 on a 4.0 scale), and

[ ] received a minimum Enter a number 3.0 or greater GPA in psychology courses.

[ ] Add any additional academic requirements HERE.

 *More stringent Undergraduate Transfer Student eligibility policy if the Institution transfers credits, but not grades:*

The Chapter at the Institution has voted to accept more stringent academic requirements for Undergraduate Transfer Student eligibility. Undergraduate Students must have

[ ] completed at least Enter a number 9 or greater semester hours or the equivalent of psychology coursework at this Institution,

[ ] completed at least Enter a number 12 or greater semester hours or the equivalent of coursework at this Institution,

[ ] earned a rank in the upper Enter a number 35 or lower% of their class in general scholarship, (minimum GPA of 3.0 on a 4.0 scale), and

[ ] received a minimum Enter a number 3.0 greater GPA in psychology courses.

[ ] Add any additional academic requirements HERE.

*More stringent Graduate Student eligibility policy:*

The Chapter at the Institution has voted to accept more stringent academic requirements for Graduate Student eligibility. Graduate students must have

[ ] completed at least Enter a number 9 or greater semester hours or the equivalent of graduate-level psychology coursework,

[ ] received a minimum GPA of Enter a number 3.0 or greater on a 4.0 scale in all graduate courses, including psychology, and

[ ] 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).

[ ] Add any additional academic requirements HERE.

**ARTICLE IV. | OFFICERS**

Add any additional Officer positions

Historian:

The Historian’s duties include but are not limited to documenting and publicizing all chapter events.

**ARTICLE VIII. | COMMITTEES**

Add Special Committees HERE.