

Psi Chi Constitution

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Article I. | Name

The name of this organization shall be Psi Chi, the International Honor Society in Psychology, hereinafter referred to as the Society.

Article II. | Purpose

Psi Chi is an international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

Article III. | Chapters

Section 1. Establishing a Chapter

A chapter of the Society may be established, maintained, or reactivated in any accredited college or university offering a baccalaureate or advanced degree. Each established chapter shall be

assigned to a region by the Board of Directors of the Society. The program shall meet uniform criteria determined by the Board of Directors.

- A. A group desiring a charter for a collegiate chapter shall petition the Board of Directors of the Society. The qualifications of petitioning groups shall be examined by the Board of Directors.
- B. A three-fourths (3/4ths) approval of the voting Board members and the payment of the charter fee shall be required for a charter to be granted.

Section 2. Chapter Functioning

- A. The name of the chapter shall be the name of the college or university where the chapter is located followed by the words "Psi Chi Chapter."
- B. A chapter must have a Faculty Advisor and at least three (3) Officers representing the functions of President, Vice-President, Secretary, and Treasurer elected from among its student members.
- C. Each chapter, ~~through its Officers, shall make an annual report to the~~ is expected to respond to an annual report for information from Psi Chi Headquarters.
- D. Each chapter shall induct new members at least once each year.
- E. Each chapter shall have chapter bylaws. This Constitution shall take precedence over chapter bylaws, and no provision in the bylaws of any chapter shall be contrary to this Constitution. Each chapter shall have full charge of its activities within the limits of this Constitution.
- F. Chapter dues shall be determined by the chapter in accordance with Board guidelines.
- G. A chapter's status as active or inactive is determined by Psi Chi's Board of Directors and will be reviewed periodically. Corrective actions for inactivity also will be determined by the Board.

Article IV. | Chapter Faculty Advisors

Each chapter shall have a chapter Faculty Advisor who is a member of Psi Chi, chosen from the faculty by the chapter in consultation with the department. Faculty Advisors must be members of Psi Chi, but may be inducted into Psi Chi when selected as advisor if they meet the faculty member eligibility requirements stated under membership. ~~Faculty Advisors serve 3-year renewable terms.~~ Faculty Advisors' terms of service should be specified in the chapter bylaws.

Article V. | Members

Section 1. Types of Members

There shall be three types of members in Psi Chi: student members, alumni members, and distinguished members. Individuals once inducted shall be lifetime members of Psi Chi. Membership in the Society is open to qualified candidates of any age, gender, sexual orientation, race, disability status, religion, and national and ethnic origin. Faculty Advisors determine eligibility for members using the following criteria.

A. Student Members

Student members shall be students who are pursuing a major ~~ing, or~~ minor ~~ing, or~~ conferred credential in psychology or a closely related field and who are enrolled in undergraduate or graduate programs in the institution of higher education represented by the chapter at the time of induction.

- 84 1. **Undergraduate criteria.** Undergraduate students shall have completed at least
85 three semesters (or five quarters) of full-time coursework at an institution of
86 higher education and have a cumulative grade point average (GPA) that ranks in
87 the top 35% of their class. Psi Chi defines class as all sophomores, all juniors, and
88 all seniors across an institution. The top 35% cutoffs for each class shall be
89 determined using the largest group for which comparison grades are available—
90 the entire institution when available or, if necessary, the unit that houses the
91 psychology department. If the top 35% cutoff for a chapter falls below 3.0,
92 chapters must use a minimum overall cumulative GPA of 3.0 on a 4.0 scale. The
93 intent of an honor society is to represent excellence among peers. Consequently,
94 the use of a GPA can be used as a proxy for class rank if rank data are not readily
95 available. However, the GPA should reflect distinction among students within the
96 major and across the institution and therefore be at least 3.3 or higher on a 4.0
97 scale where: A = 4, B = 3, C = 2, D = 1, F = 0. Furthermore, chapters should
98 endeavor to calibrate their scholastic standards regularly to ensure that the criteria
99 of excellence among peers are maintained. Any chapter, at its discretion, may
100 establish higher scholastic criteria for induction than the Society's standards.

101
102 In addition, undergraduate students must also have completed nine semester hours
103 (or fourteen quarter hours) of psychology courses for which they have earned a
104 minimum GPA of 3.0 on a 4.0 scale. These standards are in accordance with the
105 minimum standards of the Association of College Honor Societies.

- 106
107 2. **Graduate Criteria.** Graduate students must be accepted and enrolled in a
108 psychology graduate program (or a psychology-related graduate program) that
109 includes required course work offered by faculty with doctorates in psychology.
110 Graduate students must also have completed nine semester hours (or fourteen
111 quarter hours) of graduate courses and shall have a minimum overall cumulative
112 graduate grade point average of 3.0 on a 4.0 scale in their program. In addition,
113 none of a student's individual course grades may be below the minimum
114 acceptable standard of the program in which the student is enrolled.
- 115
116 3. **Local Chapter Criteria.** As indicated above, any chapter, at its discretion, may
117 establish higher scholastic criteria for induction than the Society's standards. For
118 students being inducted into an international chapter, or a chapter at an institution
119 that does not use a traditional GPA or term equivalencies, they must meet the
120 standards, as determined for that chapter by Psi Chi's Board of Directors.

121 122 B. Alumni Members

- 123
124 1. **Definition.** Any individual who was inducted into Psi Chi and is no longer a
125 current student is considered an alumni member.
- 126
127 2. **Alumni Inductees.** Persons graduated from an institution prior to the
128 establishment of the Psi Chi chapter may be elected to membership by that local
129 chapter if they meet the current criteria for student membership based their final
130 transcript at that institution.
- 131
132 3. **Faculty Members.** Members of the faculty may be elected by the local chapter
133 for an alumni member status in Psi Chi if they have a master's or doctorate in

psychology or closely related field.

C. Distinguished Members

Distinguished members are prominent professionals associated with the field of psychology and/or who are individuals who have shown outstanding service to the mission of Psi Chi. Distinguished members are nominated, reviewed, and approved at the sole discretion of the Psi Chi Board of Directors. They are considered alumni members but they pay no dues or fees of any kind.

Section 2. Fees

Each person inducted as a member of the Society (except Distinguished Members) shall pay an induction fee to the Society. This fee entitles the member to life membership without payment of further dues or assessments. By accepting membership in the Society, members accept the Constitution, bylaws, and policies of Psi Chi. The amount of any fees or dues for any class of membership in the Society shall be established by the Board of Directors of the Society.

Section 3. Privileges of Membership

All members shall have the right to attend chapter meetings, participate in chapter activities, apply for relevant awards and grants, and have access to other Psi Chi resources. Voting rights of alumni members are determined by the local chapter in their bylaws. If local chapter bylaws do not specify, alumni members are nonvoting. Only student members shall have the right to hold chapter offices.

Section 4. Membership Suspension/Termination

Membership in the Society may be suspended or terminated by the Board of Directors for just cause. Sufficient cause for such suspension or termination of membership 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 Board of Directors to be contrary to the best interests of the Society. The Board of Directors may adopt such rules as may be necessary to ensure due process to the member. Suspension or termination shall be by a two-thirds vote of the Board of Directors. A member suspended or terminated for just cause shall not be entitled to remittance of dues or fees.

Article VI. | Board of Directors

Section 1. Composition and Duties of the Board of Directors

A. The voting members of the Board of Directors shall be the President, President-Elect, Past-President, and the Regional Vice-Presidents. The Executive Director shall be a nonvoting ex-officio member of the Board.

B. The duties of the Board of Directors shall include:

- to provide for and maintain office facilities for the Society;
- to be responsible for all property, real and personal, owned or held by the Society and cause to be bonded all officers and employees entrusted with such property;
- to determine the remuneration of the Psi Chi Executive Director;
- to cause the accounts of the Society to be audited annually by a certified public accountant;

- to adopt an annual budget for the Society;
- to adopt rules and regulations for the conduct of the affairs of the Society;
- to appoint such agents, attorneys, and others it deems necessary; and
- to perform such other duties as are prescribed or permitted by the laws of the State of Tennessee for Boards of Directors or by this Constitution.

C. The Board of Directors of the Society shall have full authority to conduct all business of the Society except that which is delegated to the chapters by this constitution.

D. Regular meetings of the Board of Directors shall be called by the President or by the President-Elect in the absence or inability of the President.

E. Special meetings of the Board of Directors may be called by the President or shall be called upon the written request of a majority of the voting members of the Board of Directors. Ten (10) days' notice shall be given for special meetings. Business shall be limited to that which is stated in the call of the special meeting.

F. The quorum of the Board of Directors shall consist of five (5) voting members.

Section 2. Society Regions

The Society shall be divided into regions, the number and names of the regions to be determined by the Board of Directors. Each region will be represented by a Regional Vice-President.

Section 3. Board of Directors Officers

A. **Officers.** The officers of the Society shall be the President, President-Elect, Past-President, Regional Vice-Presidents.

B. **Nominations.** On or before October 1 of each year, the Psi Chi Headquarters shall invite each chapter to submit nominees for the offices of President-Elect and Vice-President. A Nominations/Elections committee representative will ask nominees to submit full nomination materials as determined by the Board with a deadline on or before December 1. The Nomination/Election Committee shall consider the qualifications of all candidates for office and propose at least one candidate for each office to be filled.

C. **Elections.** Officers shall be elected by mail or electronic ballot. Each chapter shall be eligible to cast one vote. Election ballots, with a summary of information regarding the candidates taken from the candidates' nominations, shall be sent by the Psi Chi Headquarters to the chapters on or before January 15. Completed election ballots from the chapters shall be received on or before February 15 in order to be counted. Ballots shall be counted by an independent accounting firm engaged by the Board of Directors, and the count affirmed by the Nomination/Election Committee. In the event of a tie vote, a second election between the tied candidates shall be held.

D. **Term of Office.** Officers shall hold office for the following terms or until their successor is elected. The President-Elect shall be elected annually to serve a one-year term as President-Elect followed by a one-year term as President and a one-year term as Past-President. Regional Vice-Presidents shall be elected to two-year terms by vote of the chapters of their regions. Elections shall be staggered in even and odd year cycles. No member shall hold more than one office at a time. A member having served more than

half a term shall be deemed to have served a term. The term of office for the President-Elect shall begin at the close of the business meeting that follows the election; the term of office for the Vice-Presidents shall begin at the start of the business meeting that follows the election.

E. **Eligibility.**

1. **President-Elect.** To be eligible for nomination as President-Elect, a candidate shall have been a member of the Board of Directors for a minimum of two years within the past ten years at the time of nomination. Former Presidents will be eligible for nomination for one additional term after rotating off the Board for at least five years. Former Presidents are not eligible to serve as Vice-Presidents.
2. **Regional Vice Presidents.** Regional Vice-Presidents shall be eligible for election to serve two successive terms, and eligible to serve for one additional term after rotating off the board for at least five years.

- F. **Vacancies.** Should the office of President become vacant, the President-Elect shall become President automatically, to serve for the unexpired term and the term immediately following. Should the office of President-Elect become vacant, it shall be filled by an election that commences within 20 business days after the vacancy occurs. Should the office of Past-President become vacant, it shall remain vacant for the remainder of the unexpired term. A vacancy in any other elected office shall be filled by the Board of Directors, the officer so elected to serve for the remainder of the unexpired term.

- G. **Resignation.** Any elected officer may resign by submitting that resignation in writing to the Board of Directors.

- H. **Removal From Office.** Any elected officer may be removed for just cause. 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 Board of Directors to be contrary to the best interests of the Society. For removal of an elected officer for cause, it shall be necessary for the Board of Directors to hold a formal hearing. The Board of Directors shall adopt such rules as may be necessary to assure due process to the officer. After due process has been assured, an officer may be removed from office by a two-thirds (2/3rds) vote of those directors present and voting at a regular or properly called meeting of the Board of Directors.

Section 4. Duties of Board of Director Officers

- A. The Society's officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the Society.
- B. The President shall serve as spokesperson for the Society, call and preside at the business meetings, and provide leadership and general supervision of the Society. The President shall appoint the members of the Society's committees and serve ex officio a member of all committees except the Nomination/Election Committee.
- C. The President-Elect shall preside at meetings of the Board of Directors and the annual meeting in the absence of the President and fill any vacancy in the office of President,

and shall have such other duties as may be assigned by the President or the Board of Directors.

D. The Past-President shall chair the Nomination/Election Committee and shall fulfill such other duties as may be assigned by the President or the Board of Directors.

E. The Regional Vice-Presidents shall be the principal administrative officers of their regions. Vice-Presidents shall represent the regions as members of the Board of Directors and arrange for Psi Chi related programming and activities associated with the region.

Section 5. Executive Director

A. The Executive Director shall carry out the duties and responsibilities assigned by the Board of Directors.

B. The performance of the Executive Director shall be reviewed annually by the Personnel Committee as established by the Board of Directors. The Executive Director shall serve at the discretion of the Board of Directors.

Section 6. Committees

A. **Executive Committee.** The Executive Committee shall consist of the President, who shall serve as Chair, the President-Elect, and the Past-President, with the Executive Director as a nonvoting advisor to the committee. The Executive Committee shall have general supervision of the Society between meetings of the Board of Directors and is vested with full power to conduct all business of the Society between business meetings of the Board of Directors. The Executive Committee is charged with overseeing personnel decisions and finances including ensuring the completion of the annual audit of the Society's financial records. Actions taken by the Board of Directors supersede any actions of the Executive Committee.

B. **Nomination/Election Committee.** The Nomination/Election Committee of five shall consider the qualifications of all candidates for office and propose at least one candidate for each office to be filled, and shall monitor elections for all Board of Director positions. The Past-President shall serve as chair. Four members of the Nomination/Election Committee shall be elected by the Board of Directors. Nominations for the committee may be submitted by chapters or members of the Board of Directors. No two members of the committee shall be from the same region, and no member shall serve consecutive terms on the committee.

C. **Committees.** All other committees of the Society shall be established by the Board of Directors. The Chair and members shall be appointed by the President or the Board of Directors. The President can form ad-hoc committees with specific, task-delimited charges.

D. **Committee Vacancies.** A vacancy in any committee shall be filled by the President.

Section 7. Board of Director Meetings

The Board of Directors shall meet a minimum of once annually to conduct Society business including the approval of the budget. Voting will occur at meetings or electronically as needed presuming all voters can participate in discussion. A report of any actions will be made and can

be requested by any member. Any member of the Society may bring a question or issue for consideration to the Board of Directors through any member of the Board.

Article VII. | Dissolution of the Society

The Society shall use its funds only to accomplish the purposes stated in this Constitution, and no part of its funds shall inure or be distributed to the members of the Society. Upon dissolution of the Society, the residual assets after the payment of all obligations of the Society shall be distributed to one or more regularly organized and qualified organizations exempt under Section 501(c)3 of the Internal Revenue Code as selected by the Board of Directors.

Article VIII. | Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Society may adopt.

Article IX. | Constitutional Amendments

Section 1. Proposing Changes to the Constitution

Amendments to this constitution may be proposed by the Board of Directors or by any chapter. Chapter-initiated amendments shall be sent to the President of the Board of Directors. The Board of Directors shall review all proposed bylaws amendments and if approved by a two-thirds (2/3rds) vote of the members of the Board members, these amendments shall be sent to all chapters within one month. Any member of Psi Chi may write to the President of the Board of Directors in support of or in opposition to the proposed amendment. These views, edited for presentation, shall be presented to the Society prior to a vote being taken on the proposed amendment.

Section 2. Voting on Proposed Changes to the Constitution

Within one week after distribution of the proposal and the statements in support of or in opposition to the proposed amendment, the Psi Chi Headquarters shall distribute a ballot to each chapter containing the text of the proposed amendment, to be acted upon by a regular or special meeting of the chapter. Ballots must be returned to the Psi Chi Headquarters within a time period specified in the distribution notice. A three-fourths (3/4ths) vote for approval by those chapters responding to the ballot by the deadline shall be required for adoption.

Section 3. Enacting Changes to the Constitution

Any amendment of this Constitution shall become effective as soon as the voting results are known. Results will be communicated to the Society within 15 business days after the deadline for voting closes.