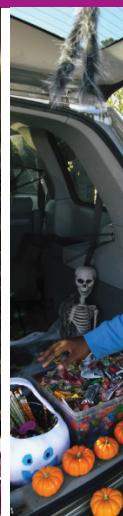


# Chapter Handbook







## DEAR COLLEAGUES,

You are invited to review this Chapter Handbook, which works side-by-side with [psichi.org](https://psichi.org) to assist you in taking advantage of all the benefits that Psi Chi has to offer. The pages within include concise instructions on a variety of Psi Chi procedures, a collection of links to online resources, and numerous insights about how our Professional Organization operates as a whole.

Our Chapter Handbook seeks to accomplish the same two goals as all Psi Chi publications and events. First, the content itself serves as affirmation that we are dedicated to recognizing and promoting your psychology-related endeavors. If you participate in our Professional Organization, you should always feel confident that you will benefit from your efforts as will others in your community, whose lives you will have improved. Second, the handbook helps make your role as a Psi Chi student, officer, alumnus, or faculty advisor as efficient as possible in order to provide you with ample resources and time to achieve great things.

Many Psi Chi chapters look for direction on numerous subjects such as how to increase the number of their members, how to conduct induction ceremonies and service projects, and how to enhance their members' recognition through numerous opportunities provided by our Professional Organization. Please allow this Chapter Handbook to answer those questions and reveal why many individuals successfully embrace Psi Chi to improve their community and themselves.

Sincerely,

Psi Chi Headquarters



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## Helpful Hint

You can visit [HERE](#) to read our online FAQ on common questions regarding membership, faculty advisors, awards and grants, merchandise, publications, and the Board of Directors/elections.





# What Is Psi Chi?

**PSI CHI** is the world's largest student psychological association with more than eight hundred thousand members at more than +1,160 chapters. For the purpose of supporting psychology students, Psi Chi distributes six publications and offers more than \$400,000 in annual awards, grants, and scholarships. Our Professional Organization participates in six regional and two national conventions each year. Other membership benefits include leadership experience, academic recognition, and endless opportunities to connect with others interested in psychology.

## A Brief History

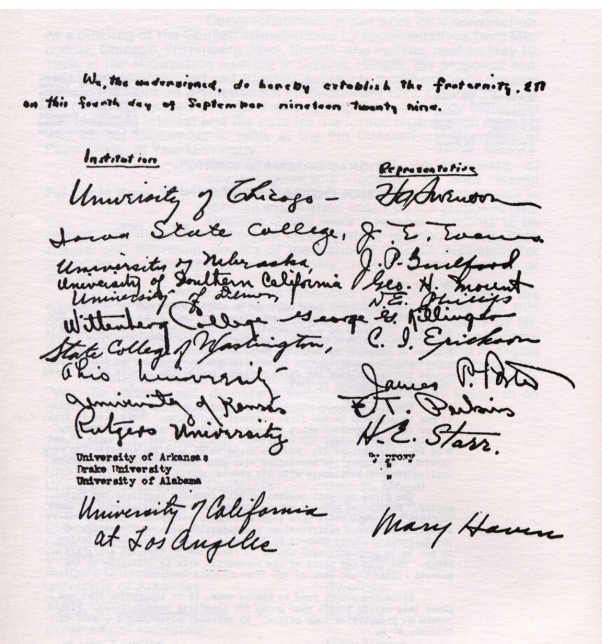
Psi Chi was founded in 1929 at the Ninth International Congress of Psychology. The Society became the first student organization formally affiliated with APA and is a member of the Association of College Honor Societies. Throughout the Society's history, countless members have dedicated themselves to the betterment of humankind and the advancement of psychology. In 2009, our Professional Organization changed its name from **National** to Psi Chi the **International** Honor Society in Psychology and has since grown to include chapters from Canada to New Zealand.

Distinguished Members include B. F. Skinner, Florence L. Denmark, Claude M. Steele and Albert Bandura. View the complete list of Distinguished Members [HERE](#).

Learn more about your Honor Society online at:

[Welcome to Psi Chi](#)

[History Timeline](#)



(Above) Representatives of 11 departments of psychology signed the charter establishing the Society.

(Below) Meeting of the Ninth International Congress of Psychology where Psi Chi was established.

## What is an Honor Society?

An organization, usually made up of members and chapters, that exists to recognize scholastic achievement, and to encourage leadership, research, and creativity, often within a particular discipline.





## 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.

## Mission Statement

Recognizing and promoting excellence in the science and application of psychology.

## Diversity and Inclusion Statement

Psi Chi is committed to diversity and inclusion in all of its forms through research; clinical, community, and professional applications; education; mentorship; and organizational leadership. [Read more.](#)

## Strategic Plan 100

### 1. Scholarly Pursuits

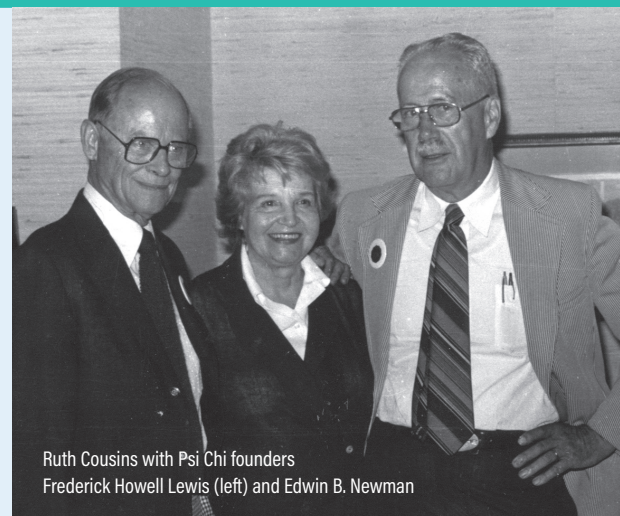
Encouraging members to conduct exemplary research, disseminate and apply research findings, and maintain a lifelong interest in exploring the field of psychology.

### 2. Member Development and Engagement

Providing resources and opportunities to enhance members' professional and personal lives as they pursue their individual and career goals.

### 3. Chapter Experiences

Fostering a vibrant and meaningful environment for chapters and all members to contribute to and benefit from continued engagement.



Ruth Cousins with Psi Chi founders  
Frederick Howell Lewis (left) and Edwin B. Newman



(Right) An early example of the Psi Chi Newsletter mailed to all chapters.



## Constitution

Our [Constitution](#) is the backbone of our Society. This historic document contains in-depth material about how Psi Chi functions from within. It provides detailed guidelines to ensure that the Society remains strong and dedicated to helping members accomplish the purpose and mission of the Organization.



# Board of Directors

**THE BOARD OF DIRECTORS**, which leads Psi Chi, is made up mostly of elected members.



Pictured: 2023 Board of Directors.

## Executive Committee

- President-Elect
- President
- Past-President
- Executive Director\*

## Vice-Presidents From Each of the Six Regions

- Eastern
- Midwestern
- Rocky Mountain
- Southeastern
- Southwestern
- Western

## Headquarters Executive Staff

- Executive Director\*

\*nonvoting, appointed member

## 2023-24 Board of Directors



**PRESIDENT**  
Shawn Charlton, PhD  
University of Central  
Arkansas



**PAST-PRESIDENT**  
Merry Sleight, PhD  
Winthrop University



**PRESIDENT-ELECT**  
Susan Becket, PhD  
Colorado Mesa University



**EXECUTIVE DIRECTOR**  
Marianne Fallon, PhD  
Headquarters Staff



**EASTERN REGION**  
Ingrid Tulloch, PhD  
Morgan State  
University (MD)



**MIDWESTERN REGION**  
Cosette Fox, PhD  
Holy Cross College in  
Notre Dame (IN)



**ROCKY MOUNTAIN  
REGION**  
Rona McCall, PhD  
Regis University (CO)



**SOUTHEASTERN REGION**  
Tammy Lowery Zaccchilli  
Saint Leo University (FL)



**SOUTHWESTERN REGION**  
Lisa Rosen, PhD  
Texas Woman's University



**WESTERN REGION**  
Brittany Avila, PhD  
University of Nevada, Reno

## Helpful Hint

Meet our current Board of Directors [HERE](#).





## Voting

It is impossible to understate the importance of the Board of Directors to our Professional Organization. Together, they guide Psi Chi by making financial, organizational, and procedural decisions. In addition, voting is one of the requirements for chapters to receive a Model Chapter Award. For a very small investment of the chapter's time, there can be a substantial amount of recognition in return.

Members first nominate candidates and then vote to elect the President each year. Every two years, members of each region nominate and elect their Regional Vice-President.

**Even Years:** Eastern,  
Rocky Mountain, Western

**Odd Years:** Midwestern, Southeastern,  
Southwestern

## Nominations

Outstanding faculty advisors make excellent Regional Vice-Presidents; exemplary Regional Vice-Presidents should be nominated to fill the position of President-Elect. Integrity, ethics, ability, and service to Psi Chi are important criteria to consider when making nominations. The steps required to submit nominations are available online under the Voting section at the bottom of the [Faculty Advisor Admin](#) page.

Nominations for open positions are accepted from October 1 to November 15 of each year. Full instructions are provided online as well.

## Election Process

- Votes may be cast between January 15 and February 15 of each year.
- Each chapter gets one vote in Society elections. Successful chapters suggest hosting a general meeting to discuss the candidates for all members to have a chance to let their thoughts be known.
- Candidates' position statements and biographical information are presented to chapters online via the website.
- Votes are submitted electronically. Only the faculty advisor can access the ballot on the [Faculty Advisor Admin](#) page when signed in on the chapter account.



# Member Eligibility Requirements

**MEMBERSHIP** in Psi Chi is open to students who are majoring or minoring in psychology, and attend an institution where a chapter is located. Qualified candidates include those of any age, sex, sexual orientation, race, handicap or disability, religion, national and ethnic origin, and who meet the minimum qualifications. Individuals seeking to make a difference in their communities and in the field of psychology may join [HERE](#).



## Lifetime Membership Fee

The Psi Chi Society membership fee is \$55.<sup>1</sup> This one-time fee pays for lifetime Psi Chi membership. There are no annual Headquarters dues, but there may be local chapter dues.<sup>2</sup> **Please contact the faculty advisor at your chapter for more information.**

In order to join, **you must qualify for membership and join through the chapter where you are currently a student or faculty member.**

## Undergraduate Student Applicants

- be enrolled as a major or minor in a psychology program or a program psychological in nature
- have completed at least 3 semesters or equivalent of full-time college coursework
- have completed at least 9 semester hours or equivalent of psychology courses
- have earned a cumulative GPA that is in the top 35% of their class (sophomore, junior, or senior) compared to their classmates across the entire university or the college that houses psychology (minimum GPA of 3.0 on a 4-point scale)<sup>3</sup>
- have a minimum 3.0 GPA in psychology courses

## Undergraduate Transfer Student Applicants

- If the new institution transfers both credits and grades: follow the same requirements as the undergraduate student applicants, unless the chapter's bylaws specify more stringent academic requirements for transfer students
- If the new institution transfers credits but not grades: complete at least 12 semester credit hours and 9 psychology credit hours or equivalent at the new institution, unless the chapter's bylaws<sup>4</sup> specify additional requirements—check with your local chapter

## Transfer Students Who Are Already Members of Psi Chi

- may select to contact the Psi Chi faculty advisor at the new institution to complete an online transfer of membership form

<sup>1</sup> Countries with medium or low incomes may be prorated at 80 or 60 percent. Additionally, a processing fee of \$5 will be required for potential members of chapters that utilize Psi Chi's individual payment system.  
<sup>2</sup> To keep membership dues affordable, chapters may choose to add an additional chapter fee of no more than \$2750.  
<sup>3</sup> If the top 35% cutoffs are not available, a minimum 3.3 GPA rule may be used as long as the selected cutoff truly represents excellence among peers.  
<sup>4</sup> Chapter bylaws must not be in conflict with the Psi Chi Constitution.



### Graduate Student Applicants

- be accepted into and enrolled in a psychology or closely related graduate program
- have completed at least 9 semester hours of graduate psychology courses in that program
- have an overall GPA of at least 3.0 in all graduate courses including psychology courses
- meet their graduate program's requirements (e.g., if specific courses require A or B, students must meet those requirements even if their cumulative GPA is above 3.0)

### Alumni

Fulfill either category below

- nonfaculty graduates or part-time faculty members.
  - have graduated before the school had a chapter of Psi Chi approved and installed
  - have met the current membership standards based on their final transcript
- full-time and part-time faculty members (tenure track, nontenure track, adjunct, instructor, etc.)
  - hold a completed master's or doctoral degree in psychology or a closely related field

- hold a university position in teaching, administration, or both
- teach at least one course at the university of the Psi Chi chapter where they join and during the same term as when they join

### Faculty Advisors

- be full-time faculty members at the institution
- primary advisors must hold a doctoral degree in psychology or a closely related field
- coadvisors may hold either a master's or doctoral degree in psychology or a closely related field
- must be members of Psi Chi, but may be inducted into Psi Chi when selected



## Starting a Chapter

If you or someone you know would like to start a new chapter at a university or college, visit our [Start a Chapter](#) page for full guidelines and instructions.

### Note

Psi Chi chapters **may not impose any type of service activity as a condition for membership** in Psi Chi—membership eligibility is based on academic performance. Psi Chi chapters **may use more stringent academic criteria for membership** than those required in the Psi Chi Constitution, but they cannot use lower academic standards than those required in the Constitution.



# How to Induct Members

**PSI CHI HEADQUARTERS** recommends that your chapter's membership drives take place early in the fall so that new members will be eligible for as many membership benefits throughout the year as possible. However, attracting new members is not just a once-a-year activity. Although chapters must schedule at least one induction each year to retain an active status, there is no limit as to how many inductions may be held.



Seriously consider holding an extra induction to build your chapter and provide more opportunities for students to join Psi Chi. The following instructions will help simplify and explain the membership process in three basic steps:

*Identify, Invite, Induct.*

## Fund-raisers Versus Dues

Many chapters charge dues or a local registration fee in addition to the lifetime membership fee that the Headquarters charges. The additional money is then used to fund research, service projects, travel to conventions, and many other purposes.

However, members may struggle to pay annual dues or a large registration fee. To avoid discouraging prospective members, chapters are encouraged to consider various fund-raising options instead.

## Helpful Hint

If potential members have questions about why they should join, direct them to our [Membership Benefits](#) page.

## Identify

Potential members are generally identified as psychology majors and minors (undergraduates and graduates) who have completed at least nine semester hours or 14 quarter hours of psychology courses. These students must also have a GPA in the upper 35% of the institution's class year (see additional [Member Eligibility Requirements](#) on page 6). There are two primary methods for identifying potential Psi Chi members.

1. If the Registrar's Office can supply the faculty advisor with a list of eligible students, advisors may contact students directly on an individual basis to conduct a membership drive.
2. In cases where the Registrar's Office cannot supply a list, advisors may invite all psychology majors/minors interested in joining Psi Chi to apply, and then determine eligibility for those who submit applications.

Please remember:

- only faculty advisors should look at student grades due to privacy concerns
- GPA cutoffs for the upper 35% should be determined separately for seniors, juniors, and sophomores.



## Invite

The following are some effective ideas for advertising your membership drive.

- Send an Invitation to Membership to potential members (advisors and officers may access a template [HERE](#)).
- Make announcements in psychology classes.
- Speak to individuals personally.
- Write letters or phone potential members.
- Distribute posters and flyers.
- Represent Psi Chi at organization recruitment events on campus.
- Post announcements of Psi Chi meetings in classrooms.
- Hold a reception for potential members and faculty.
- Advertise in the college paper or radio/TV station.
- Wear Psi Chi T-shirts, buttons, and jewelry.
- Distribute a chapter newsletter.

Useful invitation tips:

- Send potential members to our [Become a Member](#) page.
- Inquisitive members will also appreciate the [Membership Benefits](#) page, which concisely describes the many reasons a student should join our Society.
- Provide a hard deadline for prospective members to apply.
- Follow up with prospective members just before the final deadline to increase the response rate.
- Once all qualified prospective members have been identified, the Psi Chi Constitution requires a two-thirds chapter vote at a regular meeting to approve new members.

## Induct

Once students have completed their applications, reviewing them to determine eligibility is a simple process. Complete instructions for your advisor to process members are available the [Faculty Advisor Admin](#) page. A [Registration Checklist](#) for advisors is also available on page 30.

As soon as the Headquarters has processed the payment for a new group of inductees, members receive an email with their member ID number and login.

Fortunately, not all induction ceremonies have to be elaborate affairs. Many chapters hold both an informal and a formal induction ceremony each year. Try to schedule your induction ceremonies in a way that best meets the needs of your chapter and provides the greatest opportunity for students at your school to join Psi Chi. Our new Virtual Induction Ceremony Video and several ritual templates are provided on the Officer and Faculty Advisor Admin pages [HERE](#).

Please remember:

- There is no limit to the number of times a chapter may register members during a given year. However, a chapter must register members at least once a year to maintain active chapter status.
- New member dues should be submitted to the Headquarters at least three weeks prior to the date of your induction ceremony.
- New member packets are mailed to the chapter address on file in the Headquarters, to the attention of the primary faculty advisor.
- Faculty may still choose to hold new member certificates for presentation at the induction ceremony.



# Member Benefits for All



**PSI CHI MEMBERSHIP IS FOR LIFE;** many opportunities are available to all our members regardless of where you are in life's journey. This list describes numerous strategies to improve the value of your overall Psi Chi experience.

## 1. Update Your Résumé

Be sure to let your employers know that you are part of our well-known and respected Honor Society. Your association with our Professional Organization lends you international recognition in psychology, an honor that can be noted on applications, curriculum vitae, and resumé.

## 2. Read and Submit Articles to Our Publications

As a Psi Chi member, you have free access to our six great publications, [Eye on Psi Chi](#) magazine, [Psi Chi Journal of Psychological Research](#), [Psi Chi Digest](#), [Psi-Chi-ology Lab](#) blog, [PsychEverywhere Podcast](#), and our [Psi Chi Webinars](#). Our magazine, journal, and blog all offer frequent opportunities for you to publish your articles.

## 3. Learn About Your Region

Psi Chi is divided into six regions. Visit [HERE](#) to find your region, read letters from your regional Vice-President, and learn about upcoming regional events.

## 4. Request a Mentor or Ask an Expert a Specific Question

[Sign up](#) for a mutually beneficial relationship with one of our volunteer professionals. If you have a specific question about conducting psychological science, you can also [submit it to our panel of experts](#).

## 5. Join a Collaborative Research Project

Psi Chi's [Network for International Collaborative Exchange \(NICE\)](#) facilitates cross-cultural research among Psi Chi students, faculty, and nonmember researchers. Post or join current projects seeking collaborators, or suggest potential projects for future collaborative research.

## 6. Post a Study or Participate in Research

Submit a link to your online surveys [HERE](#), and Psi Chi will help find participants for your research!

## 7. Start a Community Service Project

Looking for new community service ideas? Our [Chapter Service Projects](#) page includes examples of time-tested projects. Plus you can read personal statements and advice from our members!

## 8. Travel to a Convention

Better yet, why not present your own research? The following tools make attending and presenting easy.

- Click [HERE](#) to locate upcoming conventions in your specific region. Just select your appropriate region and then chose the Regional Convention tab that will appear.
- The [Attending and Presenting at Conventions](#) section of [psichi.org](#) includes detailed instructions, templates, links, and more to get you started.

## 9. Join Our Social Media Platforms

Connect with professionals, ask questions, and learn more about psychology through any of these four Psi Chi platforms.

- [LinkedIn](#)
- [Facebook](#)
- [Twitter](#)
- [Instagram](#)

# Career Center

**CONNECTING TALENT WITH OPPORTUNITY.** With the creation of our Professional Organization's new Career Center, Psi Chi is now better equipped to make a direct impact on your career path than ever before. All Career Center features are free for our Job Seekers whether you are just considering a career in psychology or already have considerable experience in your field.

**[Search Jobs](#)**—Because of the thousands of unique opportunities regularly entering and exiting our Career Center, we offer more than 50 available job categories (e.g., Counselor, Social Worker, Instructor) to make your search a breeze. You can also sort results by position, company, location, and date posted.

**[Create an Account](#)**—Setting up a personal Job Seeker account takes less than two minutes. This allows you to view saved jobs, job applications, messages, and any contact requests you may have from interested employers.

**[Manage Your Résumé](#)**—Upload or build a Public Résumé for employers to search for and view online. You can also opt to receive a free personalized résumé review when you submit. To protect your privacy, your personal information will be automatically concealed. You can also conveniently save Incomplete and Private Résumés in order to personalize what you send to any specific positions that catch your eye.

**[Peruse Online Career Resources](#)**—Our Five Steps to a Successful Career provides guidance including [Our Best](#)

[Career Advice](#) on professional resumés, letters of recommendation, interviews, internships, and navigating your place of work. You can view other Career Resources [HERE](#) too.

**[Receive Job Alerts](#)**—Never let new opportunities pass you by! Creating a Job Alert allows you to hear once a week in your email about new job openings that match your interests and preferred location. You can make multiple Job Alerts with unique criteria if desired.

**[Career Insights](#)**—Would you like to narrow down your career choices? Try comparing career options with the new Career Insights feature. Discover unique job outlook, education required, average wages, skills and abilities, and job overview information for specific occupations.

**[Get Help as Needed](#)**—If you should ever have any questions about using our Career Center, you can view answers to popular questions or submit a Support Ticket to request further information.



## Why Employers Choose Our Career Center

With more than 2,500 similar job boards, Psi Chi's Career Center has more partnering associations to promote your open positions than any other job platform. Employers everywhere are invited to [create a free account](#) to keep track of your job listings, saved candidates, and templates. You can also search resumés for free; you only pay \$35 after candidates you are interested in agree to connect with you.

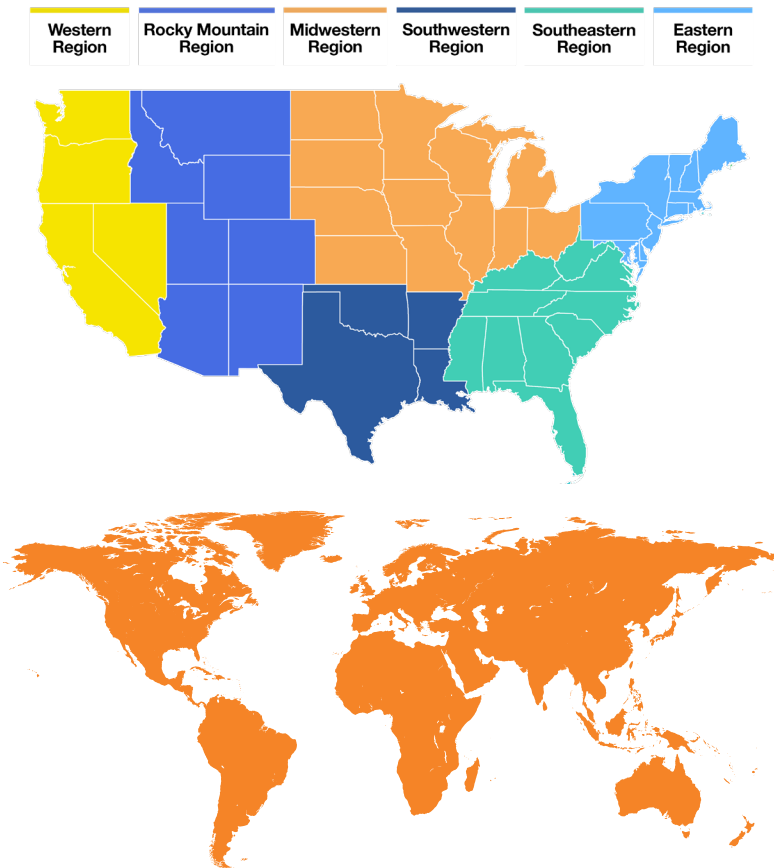
## Ten Job Skills You Already Have

Impress present or future employers by being able to communicate [these 10 skills](#) that all psychology students develop. This concise list includes specific examples that you can use in your résumé and during interviews to show exactly when and how you developed each skill.



# Regions

**ALL CHAPTERS INCLUDING INTERNATIONAL CHAPTERS** belong to one of Psi Chi's six regions. Regional Vice-Presidents, who serve as members of the Psi Chi Board of Directors, are the Society's representatives for these six regions and are elected by the chapters within their respective regions. The Regional Vice-Presidents organize and administer the Psi Chi programs held at each of the regional conventions. The regions are [Eastern](#), [Midwestern](#), [Rocky Mountain](#), [Southeastern](#), [Southwestern](#), and [Western](#).



## Conventions

Annual conventions are located in each of Psi Chi's six regions with programming designed specifically for Psi Chi members. The opportunity for students to attend a professional convention is crucial for professional development and is an important way to supplement academic growth. Psi Chi also participates in [national](#) and [international](#) meetings. In addition to attending, Psi Chi members have the following incentives.

### Regional Research Awards

Students who present at conventions are eligible to receive Psi Chi Regional Research Awards. Learn about the requirements in your region [HERE](#).

### Regional Travel Grants

Because many students are not in a financial position to travel to conventions, Psi Chi offers a number of travel grants so that a wider range of members may be able to attend. Visit [HERE](#) to take advantage of this opportunity.

## Helpful Hints

Select your region to read letters from your regional Vice-President and learn about events in your region. Visit [HERE](#) to find out what region you are in.



## Criteria for Presenting in Psi Chi Programs

Many Psi Chi members who present posters and papers at the regional conventions are making professional presentations for the first time. The following lists are to help student presenters prepare. You can view our comprehensive [Attending and Presenting at Conventions](#) for more tips.

### Poster Presentations

Psi Chi offers two poster templates with the official Psi Chi Symbol in the upper right corner. For your convenience, you may download these for use at upcoming conventions via the [Member Admin](#) page.

**Setting**—Posters are presented in an area similar to an exhibit hall where the audience and presenter can interact easily.

**Poster size**—The most common size for posters is 3.5 feet high by 5.5–6 feet wide, but you should check the regulations for the convention you will attend.

**Elements to include**—Your poster should display the title, the author(s), any affiliations, a description of the research, and highlights that are usually included in the abstract.

**Make it attractive**—Your lettering should be large enough to read from a distance. You can use pictures, tables, figures, and color in your poster. Visually interesting posters are more appealing.

**Simplify**—Your poster should serve as an illustration that entices the audience to want to read your paper, rather than provide all of the details of your work. Too much information on a poster is overwhelming.

**Be prepared!**—Bring thumbtacks, and consider printing handouts for the audience. Check the regulations for the convention you will attend.



### Paper Presentations

It is an honor to be in the spotlight with an audience of your academic peers. You have an obligation to them (and to yourself) to use this opportunity wisely. Here are some ideas to consider:

**Time constraints**—Paper presentations are limited. Usually the limit is 12 minutes, but you should check the rules for the convention where you will present.

**Audience**—Paper sessions are open, so people may enter and leave during the presentation. People see many presentations and may have shorter-than-usual attention spans.

**Be clear and concise**—Speak loud enough and with enthusiasm to keep your audience's attention. Avoid jargon and repeat some important ideas to improve understanding and recall.

**Prepare**—Do not read your paper. Practice several times before the convention with other people, with a recording device, and in front of a mirror. The more you practice, the more comfortable you will be.

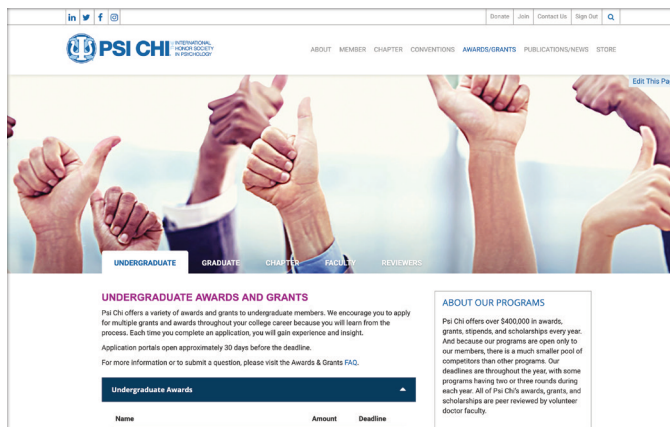
**Equipment**—You should check the guidelines for the convention where you will present to make sure any audio or visual equipment you need will be available.



# Awards and Grants



**PSI CHI OFFERS OVER \$400,000** in annual awards and grants to undergraduate and graduate students, faculty advisors, and chapters. Specific programs involve empirical research projects, leadership, research papers, convention attendance, and more.



Our online Awards and Grants pages are currently divided into four categories with application process instructions provided in the sidebars.

[Undergraduate Students](#) | [Graduate Students](#)  
[Chapter](#) | [Faculty](#)

## Psi Chi Scholarships

Psi Chi offers multiple Scholarships to deserving Psi Chi [undergraduate students](#) and [graduate students](#) based on their Psi Chi activity, financial need, future plans in psychology, personal qualities consistent with Psi Chi's mission, and academic performance. You can view deadlines and complete instructions at the two links above.

Major funding for these scholarships was given by Psi Chi members and additional donors dedicated to providing students with educational opportunities.

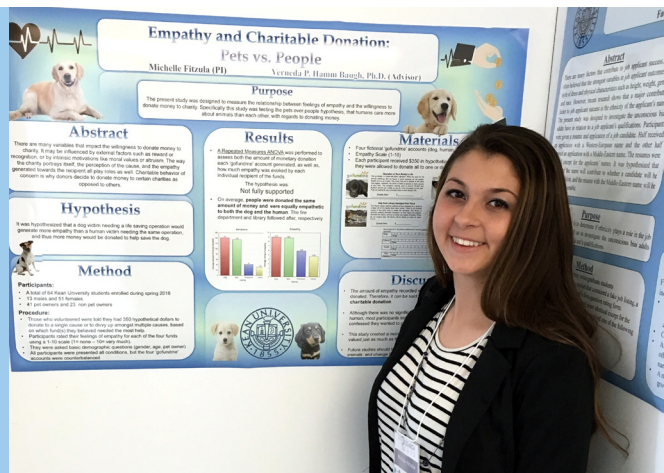
Anyone who would like to [Give](#) is encouraged to do so today!

\* Psi Chi is an IRS designated 501(c)(3) charitable organization; all gifts are tax deductible.

## Awards and Grants? What's the Difference?

**Awards** are provided for work that has already been completed. For example, students who present posters or papers at regional conventions compete for awards.

**Grants** are generally to fund future work. For example, summer research grants are for projects planned in advance that will be completed during the upcoming summer. Some grants such as travel grants take the form of reimbursements and are distributed after receipts have been submitted.



Our programs offer a smaller pool of competitors than many other programs because they are only open to our members. With over 30 awards and grants available, application deadlines vary throughout the year with some awards occurring annually and some biannually. Make sure to review all upcoming deadlines to see which programs you are eligible for.



### Undergraduate Student



**Nathan Martin**  
Columbia University (NY)  
Undergraduate Research Grant Recipient

**"This grant allows myself and others on my team at our lab to compensate our participants, which is vital for our data to be collected. I've gained fundamental knowledge about applying grants through this experience, and this will help me immensely in my research career."**

### Graduate Student



**Rebecca Alvarado**  
Texas A&M International University  
Graduate Scholarship Recipient

**"This generous award will give me the financial means to complete my master's degree and pursue medical school. As a leader in TAMIU's student organizations, Psi Chi is impacting me, my peers, and the community as we continue to make a difference in the lives of others."**

### Faculty



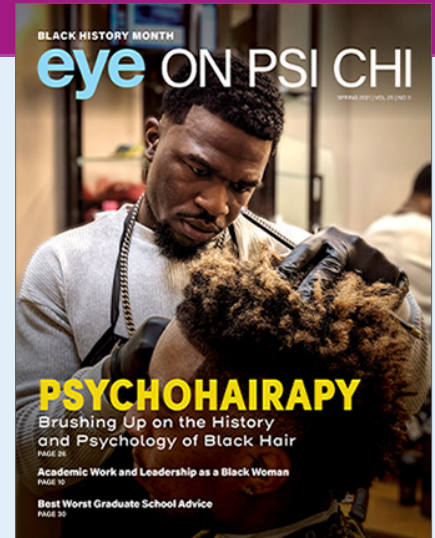
**Dr. Elizabeth Campbell**  
Whitworth University (WA)  
Professional Development Grant Recipient

**"This grant serves to meet the need for bachelor's level mental health practitioners trained in empathic, ethical, theoretically derived, and empirically supported care at the nonprofessional level. On behalf of myself, my students, our community, thank you for providing the resources needed to share this important training with other universities."**



# Publications

**PSI CHI HAS SIX MAJOR PUBLICATIONS** to support our members. Whether you are looking for a good example of APA style writing or educational material for the classroom, these publications provide an endless supply that balance entertainment and information for all.



## Digest Emails

Our monthly email series keeps members up-to-date on contemporary Psi Chi events. Each short edition is packed with news, links, and vital information. The Digest is divided into several versions to ensure that the information in your inbox is always relevant to you and your psychology-related career path.

Read our Digest to learn about

- helpful chapter advice,
- upcoming awards and grants deadlines,
- convention information,
- new *Journal* or magazine issues,
- website features,
- merchandise specials, and
- other opportunities!

Catch up on [recent editions](#) of Psi Chi Digest online. Psi Chi members can also [check here](#) to ensure that they are subscribed to receive this special publication in their inbox.

## Psi Chi Webinars

Psi Chi's webinar series explores topics ranging from best practices for conducting research to chapter officer/advisor support. All recordings can be accessed [HERE](#).

You can also attend these webinars live in order to have your questions answered by our expert speakers. Keep an eye out for [Psi Chi emails](#), which often include links where you can sign up for upcoming webinars. You can also check [Psi Chi's online calendar](#) anytime in order to see which webinars are forthcoming and sign up.

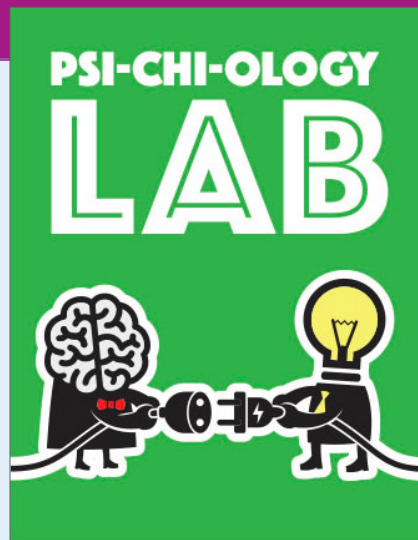
Spaces are limited in these live events. It is recommended that you reserve your spot as early as possible.

## Eye on Psi Chi Magazine

This quarterly magazine publishes useful features, ongoing columns, expert interviews, news about awards and grants, chapter activities, and much more. If you are interested in ideas for your chapter or looking for a little educational entertainment, this free resource is the place to start. Faculty, submit an article [HERE](#).

All chapters are encouraged to submit a brief record of their chapter's activities for publication in the *Eye*. This section of the magazine shows what other chapters have been up to, plus submitting once a year meets one of the requirements for the Model Chapter Award. Submit your activities [HERE](#).

Peruse all [past issues](#), search for articles [by category or author](#), or click the [DIGITAL EDITION](#) photo in the right column of any article webpage after Volume 14 to access our digital format. You can also [opt to receive an HTML email](#) as shown above to let you know when each new issue arrives.



## Psi Chi Journal of Psychological Research

Our *Journal* is a fully peer-reviewed source of relevant original empirical studies. Undergrad, graduate, and faculty authors may submit. Research in any topical area of psychology is welcome.

Members and nonmembers alike may [access all articles for free online](#). Our *Journal* is listed in PsycINFO®, EBSCO®, and Crossref® databases. You can also search for articles by [category](#) or an author's last name.

Submissions are reviewed year-round via our online *Journal* portal, which includes a streamlined submission process that improves review times and provides automated deadline reminders to all parties. Additional support is available via [psichijournal@psichi.org](mailto:psichijournal@psichi.org).

View complete submission information and requirements, and submit your manuscript [HERE](#).

## Psi Chi's Blog

Cue that mad science music! Our blog regularly posts short 800- to 1,500-word articles written by students, faculty, and staff. When you think Psi-Chi-ology Lab, think FUN!

Post categories include:

[All Things Psych](#)  
[A Better You](#)  
[Chapter Life](#)  
[Conducting Research](#)  
[Psi Chi Related](#)

[Career Advice](#)  
[Going to Grad School](#)

We are always looking to share our members' personal stories, study and career tips, psychology passions, and generally anything else that the average psychology enthusiast might like to read about. View our submissions instructions [HERE](#).

## PsychEverywhere Podcast

Listen to this! For [Psi Chi's new audio podcast](#), distinguished guests weigh in on how psychology findings can be applied to a diverse range of contemporary issues and bettering your life.

Would you like to hear candid conversations about

- the unexpected psychological effects of microaggressions,
- how to use social media without it "rotting our brains,"
- a murder mystery with fields of psychology, and
- all sorts other interesting and timely topics?

Subscribe to the show wherever you go for podcasts such as [Apple Podcasts](#), [Google Podcasts](#), [Spotify](#), or [Stitcher](#). You can also listen to all episodes on the Psi Chi website.

Let's get [#PsychEverywhere!](#)  
 Tell a friend about this show!



# Merchandise

**PSI CHI OFFERS A WIDE VARIETY** of merchandise to show your support of Psi Chi and provide you with unique, psychology related products. Take a peek through our online store, and explore categories such as graduation regalia, apparel, accessories, chapter supplies, digital downloads, gift cards, and more. Orders can be placed individually or through your chapter.



**Graduation Regalia**—Celebrate your achievements on graduation day! Stand out from the crowd with our stylish international honor cords, honor stoles, medallions, and lapel pins.



## Helpful Hints

Learn about our estimated time of arrival, shipping costs, merchandise refund policy, and more on Psi Chi's [FAQ](#) under the Merchandise Questions subhead.

**Accessories**—Certificate holders, baseball caps, and pens . . . This section includes a variety of items.



## SHOW US WHAT YOU GOT

Make sure to tag Psi Chi's social accounts in photos of your Psi Chi merchandise and include #PsiChi!



**Chapter Supplies**—Improve your chapter's visibility! Visit here for everything from table runners to ribbons and stationary.



**Apparel**—Represent Psi Chi and look great at the same time with our stylish T-shirts and hoodies.



# Student Member Support

**UNDERGRADUATES AND GRADUATES**, it's never too soon to gain valuable leadership and research experience to put on your resumé before you earn your degree. Check out these three ways to help further your education outside of the classroom.



## Attend Your Chapter's Activities

Your membership is a perfect opportunity to form valuable relationships with other students (and professors!) who have a similar passion for psychology. Attending chapter meetings and activities creates strong friendships, can teach you a lot about psychology, and provides many leadership opportunities along the way.

Do you know when and where your chapter's next event is? Contact your advisor to find out.

## Apply for Awards and Grants

Are you working on a research project or wanting to travel to a regional convention? If so, why not get Psi Chi to help cover your expenses? We currently offer over \$400,000 a year in awards and grants, so it is likely that you could apply for some of our financial support. Our Scholarship program also helps deserving undergraduates with educational-related expenses (e.g., tuition, fees, and books). [Learn more](#) on page 14.

## Consider Running for Office

This is a great way to gain leadership skills and strengthen your resumé! Help your chapter effectively operate, improve your community, and benefit from this unique experience. See the [Officer section of this Handbook](#) on page 24 for further information on how and why to run for office.

# Resources

## Resources



### Research

Learning tools, projects, and articles to build a better psychological scientist.

**OUR RESOURCES** provide useful advice from experienced professionals about the topics that matter most to our members. Explore each Resource as needed to identify Psi Chi materials that will help you to pursue your academic and/or professional endeavors. Becoming an informed and well-rounded individual starts here!

## Careers

Allow your lifetime Psi Chi membership to support your career endeavors. You can increase your chances of obtaining an occupation that you will enjoy and be proud of by following the six basic steps found in [this resource](#).

## Chapter Leadership

To add an element of [leadership](#) to your educational experience, you are encouraged to serve as an officer at your local chapter. Holding any officer position in your chapter provides real-world, hands-on opportunities to lead fellow psychology members in bettering themselves and their community.

## International

How will you become involved in and benefit from Psi Chi's [international](#) community? Discover unique international awards, meetings, and other resources.

## Graduate School

[Graduate school](#) can be a huge advantage as you look for a career in psychology. Psi Chi is here to assist you through the application and preparation process. We have advice from experts, not to mention a connection to a professional network all around the country and world!

## Research

Psi Chi members are encouraged to seek out research opportunities. [Conducting research](#) is the most effective method to determine if you might be interested in pursuing a future career in research. These experiences look great on resumés and CVs, and enable you to make a lasting difference in psychology.

## Faculty Support

Psi Chi's newest resource embraces not only Psi Chi faculty advisors, but also all faculty who are Psi Chi members. See news and recent content on teaching, and meet the new [Faculty Support](#) Committee members.

## Diversity Matters

At Psi Chi, we believe that [diversity matters](#). View this online resource to learn about Psi Chi's diversity programs. Also featured are activity ideas for your classrooms, meetings, and events.

## Presenting at Conventions

[This section](#) of [psichi.org](#) serves as a central location to address your participation questions and make preparations for your upcoming sessions. Convention poster templates, samples, and additional resources are available.

## Learning Resources

Expand your knowledge. Our [Learning Resources](#) page compiles Psi Chi's monthly webinar series. See special videos to support chapters, research, and the field of psychology.

## Mental Health

Our new [Mental Health](#) resource contains educational content, steps to mental wellness, and steps to take actions.



# Member Dashboard Page

**Psi Chi Member Dashboard**

Welcome to Psi Chi's online community. You can update your address information here, choose your subscriptions, order replacement certificates, etc.

Member ID: 00000000    Your Chapter: Chapter Name    Member Type: Undergraduate    Expiration: Lifetime Basic

**Member Announcements**

- Join our 90th Anniversary A-Z Celebration
- Purchase Graduation Regalia and Other Merchandise
- Apply for Awards, Grants, and Scholarships
- Discover Local Leadership Opportunities

**Member Administration**

- Order Certificates
- Member Materials
- Member Benefits
- How to Transfer My Membership

**Account Security Information**

Save Login Info

Username: jane.doe@email.com    Password: \*\*\*\*\*

**Personal Information**

Save Personal Info

First Name: Jane    Middle Name:    Last Name: Doe    Suffix:    Mailing Date:    Mailing City:    Mailing State:    Mailing Zip:    Mailing Country:    Primary Email:    Alt Email:    Physical Address 1:    Physical Address 2:    Physical City:    Physical State:    Physical Zip:    Physical Country:    Phone:    Alt Phone:    Enter Alternate Phone

**ALL MEMBERS** are automatically given an online account and password for a personal profile on [psichi.org](https://psichi.org). This login enables you to apply for our awards and grants, and more. To locate the Member Dashboard page, which contains the following resources, log in [HERE](#).

## General Account Information

Across the top of the dashboard is general account information such as member ID, your chapter, member type, and expiration.

## Member Announcements

Latest announcements from Psi Chi Headquarters will appear here.

## Account Security Information

Edit your username and password.

## Personal Information

Go here on the Member Admin page to change your name and edit your online profile information. Available fields include phone numbers, email, and home address. Be sure to include a non-school-related Alternate Email address so that we can still contact you after you graduate.

## Additional Information

Show off where you work, your birthday, degree, and more.

## Subscriptions/Interests

Manage your interests and subscriptions to Psi Chi Digest, *Eye on Psi Chi*, Blog, and General Correspondence.

## Member Administration

Member resources such as certificates, materials, benefits, and more are located here.

### Order Certificates

This section of the Member Administration section includes options to change your name and purchase an updated certificate and membership card. You can order replacement certificates and membership cards here as well.

**Name Change**—Change your name and purchase an updated Psi Chi Certificate.

**Replacement Membership Card**—Complete the basic information requested in order to receive a new membership card

**Official Membership Certificate**—Order certificates to replace any that have been lost or destroyed, or for students with name changes.

Subscriptions/Interests

Save Subscriptions/Interest

Email Subscriptions:

☐ Digest
☐ Eye on Psi Chi
☐ Blog
☒ General Correspondence

Fields of Interest:

☐ Clinical Psychology
☐ BioPsychology
☐ Educational Psychology
☐ Cognitive Psychology
☐ Forensic Psychology
☐ Social Psychology
☐ Industrial Psychology
☐ Health Psychology
☐ Experimental Psychology
☐ Developmental Psychology

**FIELDS OF INTEREST** allows you to share your interests, thereby helping us to understand which topics and future content are the most relevant to our members.

## Member Materials

In this section, view the Psi Chi Constitution, or download and customize Psi Chi Convention Poster Templates. Check back here each year to download the latest edition of the Psi Chi Chapter Handbook.

**Constitution**—View, read, and print the Psi Chi Constitution.

**Convention Poster Templates**—Download and customize your Psi Chi poster templates for regional conventions.

**Chapter Handbook**—View, read, and print the Psi Chi Chapter Handbook.

**Psi Chi Posters**—Psi Chi Posters are available to promote your chapter and assist with membership recruitment.

**Logo Downloads**—Access approved jpeg format Psi Chi logos. Be sure to review the Brand Identity Guide provided before use.

## Member Benefits

Visit this section of your Member Admin page often. Our special offers provide new tools to enhance your academic, professional, and personal day-to-day endeavors.

### How to Transfer My Membership

This section gives you information on how to transfer membership from one school to another.

## Helpful Hint

If you don't know your password OR Psi Chi username, email our membership department at [membership@psichi.org](mailto:membership@psichi.org) for assistance.



# Officer Support



**BEING AN OFFICER** of a successful chapter requires a little hard work, but you will not be alone in your endeavors. In addition to the support you will receive from your fellow members, this Handbook includes everything you'll need to become an effective officer.

## What Every Chapter Needs

All chapters should maintain the following documents in a single accessible location. If your chapter uses paper copies, remember to download the latest versions every academic year.

- This Chapter Handbook.
- The [Psi Chi Constitution](#).
- Your [Chapter Bylaws](#).
- A list of all chapter members including contact information and membership status (e.g., undergraduate, 2013–14 president, 2004–14 faculty advisor).
- A concise record of [financial transactions](#) (see page 31).
- Records of your chapter's history (e.g., founding date, event and service project records, chapter activities).
- Psi Chi's [Risk Management Policy](#).
- Any other documents that your chapter accumulates or may find useful (e.g., [Ritual Templates](#), [Officer Guidelines](#), and [Faculty Advisor Timeline](#)).

## Why Be an Officer?

Serving in any office position

- allows you to build your resumé while still in school;
- adds an element of leadership to your educational experience;
- gives you real-world, hands-on opportunities to lead others;
- places you in a position to impact your community; and
- offers opportunities to advance the science of psychology.

## Officer Guidelines

The most active and successful chapters are those in which all members take part in the activities and work of the chapter. Psi Chi officers

- organize events;
- manage people;
- participate in service projects;
- develop leadership skills; and
- may apply for specific awards.

Visit [HERE](#) for a comprehensive description of each officer type (e.g., president, vice-president, secretary, treasurer, historian, alumni coordinator, webmaster) and a step-by-step list of expected duties throughout the year. Although each chapter is different, these categories illustrate the types of offices and/or committees that many chapters have found useful.

## A Healthy Psi Chi Chapter

Officers should review this section with their chapter members at the beginning of every year or after each major induction ceremony. This ensures that all members have a similar understanding of what their chapter wants to accomplish and how they intend to do it. Discussing this information also reveals common interests among members, and serves to inspire and motivate everyone to work together as a team.



## Three Goals for Every Chapter

Psi Chi's Mission Statement is "Recognizing and promoting excellence in the science and application of psychology."

To support this mission are the following three Vision 2020 Goals:

1. Scholarly Pursuits
2. Member Development and Engagement
3. Chapter Experiences

At the beginning of every academic year, officers should meet and choose specific goals in order to align their chapter with the Society-wide goals of our Professional Organization.

### Teamwork

An atmosphere of teamwork and mutual support among members is conducive to research, service, and learning in general. Successful chapters report the following helpful techniques.

- Chapter officers and the faculty advisor meet regularly.
- Meetings of the full chapter are scheduled, announced, and hosted regularly.
- Each member is assigned to a committee, and duties are shared and delegated among all members.

### Networking

One of the many advantages of Psi Chi membership is exposure to a vast professional network. Consider these tips when networking.

- Attend regional and national conventions.
- The Psi Chi Headquarters has a strong social media presence to interact with alumni, faculty members, and members of other chapters. Join [Psi Chi's LinkedIn page](#).

like our [Psi Chi Facebook page](#), follow us on Twitter [@PsiChiHonor](#), or share a photo on [Instagram](#).

- Create a strong presence and build relationships within the psychology department to create goodwill and foster connections.
- Working with the campus psychology club develops teamwork and can serve as a recruiting tool for the future.
- Consider hosting events in conjunction with nearby chapters. Locate nearby chapters using our [Chapter Directory Search](#) in the Chapter section of [psichi.org](#).
- Many universities have club days or offices dedicated to student organizations. Getting to know officers in other clubs and societies is an important form of networking.

### Alumni Involvement

Invite alumni members to participate in your chapter activities. In some cases, alumni do not leave the general area of their chapter after graduating and are happy to attend. In addition to supporting your chapter, these members have also acquired real-world experiences that student members will want to hear about. Consider hosting a career panel with alumni or ask alumni to become guest speakers at your chapter events.

Your chapter may also wish to elect an alumni liaisons officer. This person will establish or maintain a list of alumni contacts to communicate with them regularly about upcoming events.



# Officer Support



## Recognition

One of the greatest benefits a member of an honor society receives is the enhanced feeling of recognition provided by the organization. This support for chapter members can inspire them to excel in all aspects of their personal and professional lives. Recognition may be given for a number of reasons such as service involvement, outstanding leadership abilities, or exceptional grades. To fully represent the accomplishments of your members, see which of these options your members might appreciate or wish to pursue.

- Psi Chi honor cords, stoles, and medallions may be purchased on our [online store](#) to wear at graduation.
- [Psi Chi Awards](#) are presented annually to outstanding officers, faculty advisors, and chapters; your college or university may offer awards programs too.
- Certificates of appreciation for chapter officers and faculty advisors are available on the [Faculty Advisor Admin](#) and [Officer Dashboard](#) pages.
- Members may be listed in a graduation program or college/community newspaper.
- Psi Chi membership may be added to diplomas or transcripts.

## Meetings and Events

The best way to ensure participation in a chapter's meetings and gatherings is to make them educational and interesting. Here are a few examples that your chapter members will greatly appreciate and benefit from.

- Celebrate the new semester at a welcome-back picnic or reception to attract new members and renew old acquaintances.
- Play Three Truths and a Lie or other games to get to know each other.
- Review your chapter's bylaws, these "A Healthy Psi Chi Chapter" pages, and other important documents as a group.
- Hand out a timeline for application to graduate school, or conduct a graduate school fair with several graduate schools represented.
- Enjoy a pizza party, potluck dinner, or ice cream social.
- Watch and discuss a movie, or talk about recent [Eye on Psi Chi](#) articles or other popular current events.
- Invite a professor or professional to be a guest speaker.
- Play sports (e.g., baseball, volleyball, Frisbee, ice skating)!
- Create a symposium featuring speakers from as many fields of psychology as possible.
- Cohost a meeting with a nearby chapter or Skype® with a chapter from afar.
- Throw a thank-you banquet to acknowledge academic successes and efforts in helping the chapter.



## Community Service

Community service is an important component in your Psi Chi experience. Psychology revolves around improving the human condition, and helping others in your community can open new doors, provide great personal satisfaction, and improve the lives of others. We encourage every chapter to complete at least one service project as a group each year, but there is certainly no limit to how often members may serve their communities. Service projects can be big elaborate events or quick simple actions. Here are a few of our favorite ideas to raise money and help others.

- Cohost a blood drive.
- Conduct a clothing or canned food drive.
- Participate in a walk-a-thon or bowl-a-thon to benefit a group in need.
- Host a bake, cake, pizza, or barbeque sale.

View additional ideas [HERE](#). You may also refer to [Eye on Psi Chi](#) chapter activities for endless examples of recent projects conducted by other chapters.



## Ensuring Successful Transitions

Chapter leadership changes every year; that is the nature of a student organization. It is important for chapters to have systems in place to make sure that incoming officers are prepared to lead. Throughout Psi Chi's history, some best practices for maintaining the continuity of a chapter through transitions have emerged.

- Hold elections near the end of the fall semester or near the beginning of the spring semester.
- Allow officers-elect to work with the incumbent officers for an entire semester, giving new officers time to learn their duties.
- Establish a log or notebook for each office and committee that contains all forms, records, and materials necessary for performing the related duties.

Officers, thank you for all your hard work. As you prepare to transition away from your officer position, please extend our appreciation of your efforts to your fellow students. Offer words of advice to upcoming officers and encourage everyone to stay in touch with Psi Chi and each other. Your Psi Chi journey does not end with graduation. Visit [HERE](#) to learn about your alumni member benefits.



# Officer Dashboard Page

**PSI CHI** INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

**Psi Chi Officer Dashboard**

Welcome to Psi Chi's online community. You can update your address information here, choose your subscriptions, order replacement certificates, etc.

Member ID: 2    Your Chapter: Central Office    Member Type: President    Expiration: Lifetime Basic

**Officer Announcements**

- View your Member Discount Offers
- Purchase Graduation Regalia and Other Merchandise
- Apply for Awards, Grants, and Scholarships
- Leadership Opportunities & Information

**Member/Officer Administration**

- Order Certificates
- Officer Materials
- Member Benefits
- How to Transfer My Membership

**Account Security Information**

Save Login Info

Username:  Password:

**Personal Information**

Save Personal Info

First Name:  Middle Name:  Last Name:  Suffix:

Mailing Address 1:  Mailing Address 2:  Mailing City:  Mailing State:

**OFFICERS, ASK YOUR ADVISORS** to update your online membership status on their [Faculty Advisor Admin](#) page under the Chapter Updates section. Once they do, you will be granted additional officer privileges on your Member Dashboard page. To locate this page, which contains the resources shown below, visit [HERE](#) and select “Members Dashboard” to log in.

## General Account Information

Across the top of the dashboard is general account information such as member ID, your chapter, member type, and expiration.

## Officer Announcements

Latest announcements from Psi Chi Headquarters will appear here.

## Account Security Information

Edit your username and password.

## Personal Information

Go here on the Member Admin page to change your name and edit your online profile information. Available fields include phone numbers, email, and home address. Be sure to include a non-school-related Alternate Email address so that we can still contact you after you graduate.

## Additional Information

Show off where you work, your birthday, degree, and more.

## Subscriptions/Interests

Manage your interests and subscriptions to *Psi Chi Digest*, *Eye on Psi Chi*, *Blog*, and General Correspondence.

## Member/Officer Administration

Member resources such as certificates, materials, benefits, and more are located here.

### Order Certificates

This section of the Member Administration section includes options to change your name and purchase an updated certificate and membership card. You can order replacement certificates and membership cards here as well.

**Officer Appreciation Certificate**— Order official certificates to show appreciation for chapter officers.

**Advisor Appreciation Certificate**— Order official certificates to show appreciation for chapter advisors.

**Name Change**—Change your name and purchase an updated Psi Chi Certificate.

**Replacement Membership Card**—Complete the basic information requested in order to receive a new membership card

**Official Membership Certificate**—Order certificates to replace any that have been lost or destroyed, or for students with name changes.

### Chapter Bylaws Template

BYLAWS OF THE PSI CHI CHAPTER OF: **Enter name of Institution** (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 **Enter name of Institution** 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.]

## Chapter Bylaws Template

All chapters have different goals and particular missions to fulfill. For this reason, your chapter is encouraged to decide upon the chapter bylaws that best suit its unique purposes. Because the Psi Chi Constitution mandates many of the requirements necessary in the chapter bylaws, the Headquarters has composed a customizable template so that each chapter can more easily create their own bylaws.

### Officer Materials

In this section, view the officer guidelines, or download and customize Psi Chi Convention Poster Templates. Check back here each year to download the latest edition of the Psi Chi Chapter Handbook.

**Officer Guidelines**—View, read, and print the Psi Chi Officer Guidelines.

**Induction Rituals**—View the rituals for inducting new members and installing officers.

**Virtual Graduation Videos**—Honor graduating members with an online commencement ceremony with videos recorded by Psi Chi.

**Psi Chi Promotional Flyers**—Download and print our PDF flyers to use at your next recruitment event or to create a bulletin board of Psi Chi benefits.

**Constitution**—View, read, and print the Psi Chi Constitution.

**Convention Poster Templates**—Download and customize your Psi Chi poster templates for regional conventions.

**Chapter Handbook**—View, read, and print the Psi Chi Chapter Handbook.

**Chapter Goals Worksheet**—Implementing specific goals throughout the year will increase likelihood of chapter success.

**Chapter Activities Eye Report**—View and complete a chapter activity report for publication in *Eye on Psi Chi*.

**Chapter Bylaws Template**—Download a template of Psi Chi bylaws to customize for your chapter.

**Psi Chi Posters**—Psi Chi Posters are available to promote your chapter and assist with membership recruitment.

**Logo Downloads**—Download Psi Chi logos for creating chapter materials.

**Risk Management Policy**—Review standard policies regarding chapter events.

**Psi Chi Academic Calendar**—Download a PDF of the Headquarters Academic Calendar of deadlines and events.

### Member Benefits

Visit this section of your Officer Dashboard page often. Our special offers provide new tools to enhance your academic, professional, and personal day-to-day endeavors.

### How to Transfer My Membership

This section gives you information on how to transfer membership from one school to another.



# Faculty Advisor Support



**WITHOUT YOUR DEDICATION**, Psi Chi would not exist! In appreciation of all your hard work, this section points to opportunities of financial support and recognition. Psi Chi's new [Faculty Advisory Support Committee](#) is aimed at benefiting our teaching community as a whole.

## Why Be an Advisor?

Advisors have numerous opportunities to develop strong relationships with the brightest students studying psychology. Being an advisor makes it easier to find research assistants and help students conduct their own studies. You will be better equipped to stay in touch with students after they graduate, and you will also have many opportunities to form relationships with others who are dedicated to psychology. Learn more [HERE](#).

## Advisor Benefits

### Awards and Grants

Psi Chi offers a variety of awards and grants specifically to faculty advisors. These include financial support for research, as well as travel grants to fund a trip to an upcoming convention. Take a minute to look them over [HERE](#).

### Activity/Program Ideas

As a Psi Chi advisor, you have access to our [Eye on Psi Chi](#) digital archive. This publication includes articles on popular advisor advice psychology topics, related career information, and graduate school applications. Subscribe to all of our publications on your Membership Dashboard [HERE](#).

### Become a Sponsor or Reviewer

Many of the grant programs available through Psi Chi require students to have a faculty member sponsor. The awards and grants department also seeks faculty members to review applications. If you are interested in volunteering to be either a sponsor or a reviewer, visit [HERE](#).

## Advisor Duties

### Registration Checklist

1. Officers and advisors conduct membership drives (see page 8 for examples) to invite potential members to [JOIN](#) the Society.
2. Faculty advisors certify that candidates are academically qualified via View/Process Members on the online [Faculty Advisor Admin](#) page. Further instructions are also available.
3. Advisors collect registration fees (\$55 for each inductee) from the eligible students and record the fees with each member's name and date of receipt. Applicants should pay by check or money order, not cash, so that advisors can deposit the fees in a Psi Chi chapter account at a bank or with the business office at the institution.
4. **NEW:** The release of our Individual Member Processing Option allows your students to pay the Headquarters directly by credit card, allowing you to skip steps 3 and 4 on this page. Sign up [HERE](#).
5. Advisors make payments for all registration fees to the Psi Chi Headquarters by check or money order, or online with a credit card. This step is also done on the View/Process Members section on the [Faculty Advisor Admin](#) page.
6. Within three weeks, advisors will receive certificates from the Headquarters.
7. Officers and advisors host an induction ceremony to present membership certificates to the new members.

#### Psi Chi Example University Chapter Financial Records

INCOME: September XXXX

Date	Source	Society Fees	Chapter Fees	Merchandise/Other	Amount	Total
9/05/XXXX	Anna Liszt	\$55.00	\$5.00	Honor Cord	\$18.00	\$78.00
9/15/XXXX	Bea Havioral	\$55.00	\$5.00	Honor Cord/Medallion	\$40.00	\$100.00
9/09/XXXX	Cy Kologist	\$55.00	\$5.00	Honor Cord	\$18.00	\$78.00
9/14/XXXX	Abbie Normal	\$55.00	\$5.00			\$60.00
9/21/XXXX	Finn Ancial	\$55.00	\$5.00	Honor Cord/Cert. Holder	\$26.00	\$86.00
<b>Total</b>		<b>\$275.00</b>	<b>\$25.00</b>		<b>\$102.00</b>	<b>\$402.00</b>

#### Psi Chi Example University Chapter Financial Records

EXPENDITURES: September XXXX

Date	Source	Society Fees	Chapter Fees	Merchandise/Other	Amount	Total
9/22/XXXX	Psi Chi International	\$275.00				\$275.00
9/23/XXXX	Psi Chi International			Honor Cords (4) Medallion (1) Cert. Holder (1)	\$102.00	\$102.00
9/23/XXXX	U.S. Postal Service				\$5.00	\$5.00
<b>Total</b>		<b>\$275.00</b>			<b>\$107.00</b>	<b>\$382.00</b>

## Facts to Remember

- Students do not become members of Psi Chi until their registration fees are received at the Headquarters from their chapter on their behalf.
- There is no limit to how many times an advisor can submit a list of new members to the Headquarters for processing.
- Only faculty advisors should look at student grades due to privacy concerns.
- GPA cutoffs for the upper 35% should be determined separately for seniors, juniors, and sophomores.
- Make sure to send all registration materials to the Headquarters at least three weeks before your induction ceremony.
- To retain active status, chapters must schedule at least one induction ceremony each year. There is no rule against having more than one ceremony.
- The chapter should always keep a permanent record of all new members.
- New member packets are mailed to the chapter address on file in the Headquarters database, to the attention of the primary faculty advisor.
- Faculty may choose to hold on to new member certificates for presentation at the induction ceremony.

## Keeping Financial Records

Advisors, you are responsible for ensuring that your chapter keeps a clear record of its financial transactions. You are welcome to supervise your officers in this process, or you may do this yourself.

As an example of your records, you will probably wish to list chapter income on one page and expenditures on another. The last column on each page should be for the total. The other column headings may vary because, for example, a chapter might add a column for replacement of certificates under expenditures. Keep in mind that the lifetime-membership fees should be forwarded to the Headquarters. Thus, these fees should be listed under expenditures as well. Download a financial records template [HERE](#).

## 990-N Authorization

Because Psi Chi is a nonprofit organization, the Internal Revenue Service (IRS) requires a Group Exemption Letter from the Headquarters and an updated 990-N from each chapter. Chapters can authorize the Headquarters to file on its behalf by filling out the [Authorization Form](#) located on the [Faculty Advisor Admin](#) page under Policies and Reports.

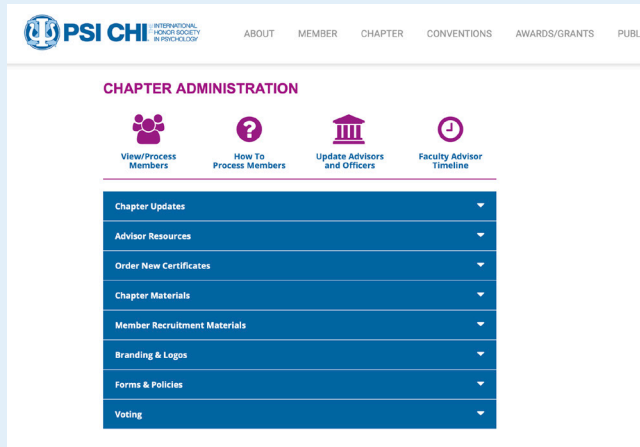
## Helpful Hints

Advisors and officers, view official ritual templates for formal and informal ceremonies via your Faculty Advisor and Officer Dashboard pages [HERE](#). Learn more on pages 26–31.

Fax your 990-N Authorization to 1-877-774-2443 or mail to Psi Chi Headquarters, 651 East 4th Street, Suite 600, Chattanooga, TN 37403



# Chapter Admin Page



**THIS SECURE LOGIN PAGE** provides the following necessary tools for running an efficient chapter. To locate this Admin page, log in [HERE](#).

## Featured Links

Approving new members online is easier than ever. Our system for viewing and processing members is available along with a step-by-step downloadable PDF guide.

### View/Process Members

View and manage applications, and approve or reject membership.

### How to Process Members

View or download this step-by-step guide for processing new members.

### Update Advisors and Officers

Maintaining an accurate list of current advisors and officers here ensures that they receive appropriate notifications and permissions on the Psi Chi website.

### Faculty Advisor Timeline

Download this list of important items for your chapter to accomplish during the academic year.

## Chapter Updates

This section allows faculty advisors to update their chapter's information including password, phone number, fax, and school address.

### Update Chapter Information

Submit this form to change your chapter phone number, fax, or school address.

### Reset Password

Submit this form to change the chapter password.

## Advisor Resources

Look no further for specific support for your advisor role such as our comprehensive Faculty Advisor Timeline.

### Member Transfer Request

Request a member to be transferred to your chapter.

### Chapter Checklist

Access a list of reminders unique to your chapter.

### Learning Management System

Log in to view specific advisor training videos and other resources.

### Membership Assistance Fund (MAF)

Do you have students who show financial need at your campus. Learn about our MAF.

### Invitation Templates

Download our templates to email or hand out at your local institution.

### Psi Chi Academic Calendar

Download a PDF of the Headquarters academic calendar of deadlines and events.

### Faculty Advisor Forum

Share and discuss ideas with faculty advisors all over the world.

### Convention Roommate Finder

Facilitate room sharing and cost saving opportunities for your students attending upcoming conventions.

Advisors should never share their Faculty Advisor Admin password with their officers. This could allow officers to view other student's grades, change the account information (e.g., mailing address, password), or vote for nominated officials without your permission.

Instead, advisors are encouraged to use "Officer Add/Change" on the Faculty Advisor Admin page so that officers will be given access to the Officer Dashboard page with their student login.



## Order New Certificates

This section allows advisors to manage a transfer application with or without a new Psi Chi certificate. Advisors can correct a misspelled name, or order a new certificate or membership card. Certificates of appreciation for chapter officers and faculty advisors are also available to both advisors and officers.

### Certificate of Appreciation

Order official certificates to show appreciation for chapter officers and/or the faculty advisor.

## Chapter Materials

This section includes important Psi Chi documents to guide you through the functions of running your chapter.

### Virtual Induction Ceremony Video

Share this 12 minute video during your next online or in-person ceremony.

### Virtual Graduation Videos

Honor graduating members with an online commencement ceremony with videos recorded by Psi Chi.

### Constitution

View, read, and print the Psi Chi Constitution.

### Chapter Bylaws Template

Download a template of Psi Chi bylaws to customize for your chapter.

### Rituals

View the rituals for inducting new members and installing officers.

### Officer Guidelines

View and print the suggested guidelines for chapter officers.

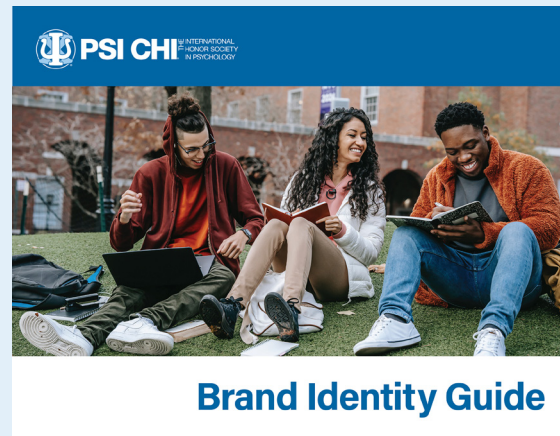
### Chapter Handbook

View, read, and print the Psi Chi Chapter Handbook.

### Chapter Activities Eye Report

View and complete a chapter activity report for publication in *Eye on Psi Chi*.

# Chapter Admin Page *continued*



## Member Recruitment Materials

Get assistance with your local membership drives by using some of the various template and sample materials available below.

### Psi Chi Brochures & Posters

Psi Chi color brochures and posters are available to promote your chapter and assist with membership recruitment.

### Psi Chi Promotional Flyers

Download and print our PDF flyers to use at your next recruitment event or to create a bulletin board of Psi Chi benefits.

### Identify-Invite-Induct

Discover successful strategies for locating, recruiting, and welcoming new Psi Chi members.

## Branding and Logos

Maintaining a consistent, professional appearance across all chapters helps to distinguish and unify Psi Chi members around the world. Learn about using Psi Chi's Logos and other ways to best represent our Professional Organization.

### Psi Chi Branding

Download Psi Chi logos for creating chapter materials

### Brand Identity Guide

View the standards for using the Psi Chi Logo, Society colors, typography, and stationery

### Convention Poster Templates

Download Psi Chi poster templates or logos for regional conventions.

**PSI CHI**  
INTERNATIONAL  
HONOR SOCIETY  
IN PSYCHOLOGY

## Identify, Invite, Induct:

Psi Chi's membership process in three easy steps.

**IDENTIFY**

The sooner new members join your chapter, the sooner they are eligible for membership benefits throughout the academic year such as awards and grants, submission opportunities, and leadership positions. Therefore, we recommend that you start your drives early in the fall and host additional recruitment events throughout the academic year as needed. There is no limit as to how many induction ceremonies may be held at your chapter. To maintain an active status, chapters are only required to schedule a single induction ceremony each academic year.

**How to Identify Potential Members**

1. Advisors may ask their Registrar's Office for a list of eligible students so that you can contact these individuals directly.

**INVITE**

Your chapter is unique. This calls for unique recruitment strategies, of which there are many! See which of these ideas would be best for your chapter. Then, create a recruitment plan with your officer team, making sure to allocate responsibilities and assign deadlines.

**Recruitment Strategies Made Easy**

- **E-mail**—Sending e-mails is quick and convenient. Advisors and officers may access Psi Chi's membership invitation template [HERE](#).
- **In Person**—Consider making announcements in psychology classes. You might also want to invite psychology students to join during any social or university-wide events.
- **Posters and Flyers**—Advisors and officers are encouraged to use our official

**INDUCT**

Reviewing students' online applications is a simple procedure. Instructions for your advisor to process potential members are available on the [Faculty Advisor Admin page](#). See also our [Member Processing Video](#).

After gathering all approved students' membership fees, your advisor should submit these collected dues to the Headquarters **at least three weeks before** your induction ceremony. This ensures that the advisor will receive member certificates in time for the ceremony.

As soon as the Psi Chi Headquarters has processed the payment for a group of inductees, they are officially members—regardless of when or if they participate in an induction ceremony at a later date. When payment is received by our headquarters,



## Forms and Policies

Advisors may visit this section to access a printable copy of the 990-N Authorization and fill out their chapter's Annual Report. They may also view our risk management policy about Psi Chi standards regarding chapter events.

### 990-N Authorization

View and complete the Group Tax Exemption Survey & Authorization Form.

### Risk Management Policy

Review standard policies regarding chapter events.

## Voting

This section includes options to view the steps to submit your chapter's nomination for the position of Psi Chi President and Regional Vice-Presidents. This is also where you can view the list of candidates and cast your chapter's vote. See page 5 to learn more about our Society Elections.

### Nominations

View the steps to submit your chapter's nomination for the positions of **President** and **Regional Vice-Presidents**.

### Vote for Vice-President

View the list of candidates and cast your chapter's vote.

### Vote for President-Elect

View the list of candidates and cast one vote for your chapter.

## Together **We're Building** the Future of Psychology

With your donation, you can help provide awards, grants, and scholarships to more Psi Chi members.

Psi Chi has grand visions to empower our members as they explore their educational and professional pursuits. “Our vision is to award 100 scholarships in our 100th year,” says former Executive Director Martha S. Zlokovich, PhD.

Your gift makes a difference. With support from generous donors like you, Psi Chi uses donations to

- create faculty resources
- empower diverse students
- expand awards and grants programs
- fund undergraduate and graduate scholarships
- support members in need
- nurture future research in psychology
- foster student travel to present research
- reward outstanding chapters

Psi Chi is committed to serving and empowering our members to be the future leaders of psychology. If you'd like to further this mission by making a donation, please visit [www.psichi.org/page/giving](http://www.psichi.org/page/giving) or contact [donations@psichi.org](mailto:donations@psichi.org).



**Stephen L. Chew, PhD**  
Prosser Scholarship Donor and  
Psi Chi Distinguished Member

**“My support of the Psi Chi/ Inez Beverly Prosser Scholarship for Women of Color is an expression of my belief that supporting women of color at the undergraduate level will benefit psychology and society in general in fundamental ways. I've seen the impact that even a modest scholarship can have in my own students on their ability to complete their education. Those students are now social workers, licensed therapists, psychologists, lawyers, and business people.”**

## Raise Your Voices for Psi Chi

The image displays a musical score for the song "Raise Your Voices for Psi Chi". It is written in 4/4 time with a key signature of two flats (B-flat and E-flat). The score is arranged for voice and piano. The lyrics are: "Raise your voices for Psi Chi, ..... Sing its high, ..... Ev - er loy - al through the years, ..... To its pur - pos - es stay true, ..... With a prais - es to the sky, ..... Sing with hon - or and with pride, ..... Keep its ban - ner wav - ing cheer-ing for you, ..... PSI CHI! .....". The piano accompaniment features a steady bass line and chords that support the vocal melody. The score concludes with a final chord and a double bar line.

Music by Donald Jackson ("Ever True to Brown"). Lyrics by Slater E. Newman.  
Used by permission of W. A. Evans, copyright owner.

Download free sheet music for the song [HERE](#).

### Remembering Slater E. Newman, PhD [September 8, 1924–May 13, 2015]

Dr. Slater E. Newman was a devoted faculty advisor for Psi Chi and Amnesty International at North Carolina State University. Dr. Newman taught undergraduate and graduate students from 1957 until his retirement in 2003. He specialized in research on human learning and memory, and also founded and was active in numerous human rights and peace organizations (Kirkpatrick, 2015). Dr. Newman served as Psi Chi's

National President from 1997 to 1998. During his presidency, he wrote the lyrics to Psi Chi's official song, "Raise Your Voices for Psi Chi," which he updated in 2012 to reflect Psi Chi's change from the National to the International Honor Society in Psychology (Newman, 2014).

#### References

- Kirkpatrick, L. (2015). In memoriam: Slater Newman. Retrieved from the North Carolina State University website: <http://news.chass.ncsu.edu/?p=47325>
- Newman, S. E. (2014, Fall). The Psi Chi song: A brief history. *Eye on Psi Chi*, 19(1), 31. Retrieved from <http://www.ourdigitalmags.com/publication/?i=232770>





On September 4, 2019, Psi Chi celebrated its 90th Anniversary at Yale University, the same institution where representatives from 11 chapters officially signed Psi Chi's Charter during the Ninth International Congress of Psychology!

## Contact Information

### **Mailing address:**

Psi Chi Headquarters  
651 East 4th Street, Suite 600  
Chattanooga, TN 37403

**If you have any questions in regard to this Chapter Handbook or other Psi Chi communications, please email:**  
psichitrademarks@psichi.org

**For membership-related support, please email:**  
membership@psichi.org

**If you wish to ask a question about our merchandise, please email:**  
merchandise@psichi.org

**For more information on donating to Psi Chi, please email:**  
donations@psichi.org

**For information about Psi Chi Awards and Grants, please email:**  
awards@psichi.org

**For troubleshooting and technical support on our website, please email:**  
psichiweb@psichi.org



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