

ARTICLE I - NAME

Section 1. Title

PSYCHOLOGY CLUB

ARTICLE II - PURPOSE

Section 1. Main

The main purpose of the Psychology Club is to allow Robert Morris students majoring or interested in the field of psychology to come together and participate in related activities.

Section 2. Primary Objectives

Main objectives include teaching members about the field of psychology and providing members with opportunities to participate in psychology related activities such as field trips and lectures.

Section 3. Secondary Objectives

To increase the visibility of psychology at Robert Morris University and to generate interest in psychological issues among the members of the Robert Morris University community.

ARTICLE III - MEMBERSHIP

Section 1. Active Members

Active membership is open to all Robert Morris University students with the right to vote and hold office. The right to hold office and vote are contingent on the fact that the member has attended at least three meetings, and has participated in at least two events or fundraising activities in the most recent academic year. Alumni membership is open to former Robert Morris University students who demonstrate an interest in psychology; they may not vote or hold office.

Section 2. Membership Rules of Order

Members should demonstrate an interest in psychology related issues. Members shall conduct themselves in a manner consistent with the Robert Morris University student civility code. Members are expected to keep a 2.5 or higher grade point average. There will be a yearly dues plus an additional fee to cover expenses (as needed) for all members.

Robert Morris University's recognized student organizations shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability. The Psychology Club abides by this non-discriminatory policy.

Section 3. Duties of Members

Members are obligated to complete the registration information and to keep the officers updated on any change of address, phone number or email account. Members are also obligated to inform the officers of their graduation dates. Members are obligated to pay a yearly dues. Members are encouraged but not obligated to attend all meetings, help with all service and all fundraising projects, or participate in all other Psychology Club events.

Section 4. Dues

All members shall pay dues each year as established by the officers for that year.

Section 5. Removal of Members

The president or advisor reserves the right to remove or suspend any member or officer of the Psychology Club who violates any part of the Psychology Club Constitution, Bylaws, or Robert Morris University standards.

Section 6. Election of Officers

Each Spring semester (no later than the last week of February) current voting members will elect, or re-elect officers. Nominations will be collected by the standing president and will be made known to the current voting members. A closed (secret) voting procedure shall be used to elect each of the officers in the order: President, Vice-President, Secretary, Treasurer, Activities Coordinator, and any additional officers as deemed necessary for the coming year. The standing secretary will be responsible for counting votes in all officer elections unless they are nominees for the officer position being counted. In such an instance, the highest ranking standing officer who is not also a nominee for that officer position shall be responsible for counting the votes. It is expected that the standing officers will assist the newly elected officers through the leadership transition. Newly elected officers officially take on the duties and responsibilities of office at the termination of the election meeting.

Section 7. Faculty Advisor

The Psychology Club must have a faculty advisor and this person should be determined each year immediately following the election of officers. The faculty advisor must be a full time faculty member at Robert Morris University and must also be a member of the Department of Social Sciences. All nominations must be given to the standing president. Nominations can come from Psychology Club members, the standing advisor (including self-nomination), and any faculty member in the Social Sciences department (including self-nominations).

ARTICLE IV. - ELECTED OFFICERSSection 1. Officers

The officers of the Psychology Club shall be the President, Vice President, Secretary, Treasurer, and Activities Coordinator. This executive board will consist only of active Robert Morris University members. A minimum of three officers is required. It is expected that all officers will meet regularly with the Psychology Club advisor and will not make or change Psychology Club policies without having consulted with the advisor.

Section 2. Duties of Officers

The following outline is offered as a set of guidelines to assist officers in organizing and defining leadership roles and responsibilities.

I. *President*

General Duties:

1. Group leadership.
 - a) Will lead members in defining and pursuing goals and objectives of the Psychology Club.
 - b) Keep the faculty advisor fully informed of the Psychology Club's plans and activities in a timely fashion.
2. Group meetings.
 - a) Call meetings to order.
 - b) Meet regularly with the faculty advisor.

Specific duties:

1. Following election and before the end of the Spring Term.
 - a) Plan meeting with officers to prepare for upcoming academic year and prepare tentative schedule.
2. Beginning with the Fall term and continuing throughout the year.
 - a) Delegate/assign responsibilities as needed.
 - b) Keep list of objectives with dates and deadlines.
 - c) Be prepared to represent the Psychology Club whenever the occasion or responsibility arises.

II. *Vice-President*

General Duties:

1. In absence of president, or at request of president, perform president's duties.
2. Assist in organizing committees for special events, fundraisers, etc.
3. Meet regularly with the faculty advisor.

III. *Secretary*

General Duties:

1. Take and record minutes of each meeting.
2. Keep accurate roll of members' attendance at meetings.
3. Keep a list of all committees of the Psychology Club.
4. Retain records not kept by other members.
5. Notify all members and the advisor of place and time of meetings, elections, and other activities.
6. Meet regularly with the faculty advisor.

IV. *Treasurer*

General Duties:

1. Execute transactions (income and expenditures), including membership dues, orders for supplies, payment of bills, etc.
2. Verify information concerning funds, deposits, and accounts, and change signature on all financial accounts from predecessor.
3. Establish working budget at the beginning of each term.
4. Collect all fees and dues from members.
5. Pay all bills promptly.
6. Meet regularly with the faculty advisor.

V. *Activities Coordinator*

General Duties:

1. Plan to vote on and coordinate activities discussed at previous meetings; know expenses, location, date, and time of activity.
2. Properly publicize all activities.
3. Meet regularly with the faculty advisor.

ARTICLE V. - MEETINGS

- I. All Member Meetings - Meetings will be held twice a month. Members should notify officer a day in advance if they are not able to attend.
- II. Officer Meetings - A meeting for all officers will be held as needed in addition to the two All Member meetings.
- III. Faculty Advisor Meetings - All officers will meet regularly (at least once a month) with the faculty advisor to discuss the goals and plans of the Psychology Club as well as any additional business.

ARTICLE VI. - AMENDMENTS

This constitution may be amended at any regular business meeting of the organization by two-thirds vote of members in attendance, provided that the amendment has been submitted to the membership (including the faculty advisor) in writing at least one week prior to the business meeting.