

# **THE PSYCHOLOGY CLUB OF THE UNIVERSITY OF OKLAHOMA**

## **CONSTITUTION**

### **ARTICLE I. NAME**

This organization shall be known as the Psychology Club of The University of Oklahoma.

### **ARTICLE II. PURPOSE**

The purpose of this organization shall be to encourage, stimulate, and maintain excellence in scholarship in all fields, particularly in Psychology. This club shall also encourage social and service activities for the betterment of The University of Oklahoma campus and Norman community.

### **ARTICLE III. MEMBERSHIP**

1. A member shall be any full-time student of The University of Oklahoma who chooses to attend the meetings.
2. Active Members will be those who have paid annual dues of an amount decided by the Officers. Only Active Members will be granted eligibility to vote.
3. Psychology Club shall not discriminate on the basis of such factors including, but not limited to race, color, national origin, sex, age, religion, sexual orientation, marital status, political affiliation, disability or veteran status.

### **ARTICLE IV. EXECUTIVE COMMITTEE AND DUTIES OF OFFICERS**

The Executive Committee shall be composed of the following offices. Each officer must be a full-time student of The University of Oklahoma throughout the duration of their officership.

#### **A. President**

1. Preside at all the regular and special meetings of the club, and conduct same in accordance with these bylaws and precedent.

2. Decide all questions of order.
3. Sign official documents that are adopted by the Club.
4. Be a non-voting member in regular or special meetings except in the case of a tie in which case his/her vote shall be cast and counted.
5. Be chairperson and voting member of all executive committee meetings.
6. Appoint all committees and committee chairs as necessary or required.
7. Be the spokesperson for the club at all official functions.
8. Introduce guest speakers in the absence of faculty sponsor.
9. The president is required to attend at least 75% of all club functions.
10. It is the duty of the President to increase involvement in all activities and delegate responsibility to officers and members.

#### B. Vice President

1. Conduct meetings and other business of the club in the absence of the President.
2. He/She shall have all the authority of the President when acting in the presidential capacity.
3. Perform other duties as directed by the President.
4. Serve as Secretary whenever the elected secretary is absent.
5. In the event that the President's office becomes vacant, the Vice President shall assume the duties of that office until a new president is elected.
6. The Vice President is required to attend at least 75% of all club functions.

#### C. Secretary

1. Shall keep the minutes of regular and special meetings of the club, and provide for transfer of the minutes to the succeeding Secretary.
2. Handle all correspondence except as the President deems it his/her own duty to handle.
3. In the absence of the President and Vice President, shall appoint a temporary chairperson who shall assume the duties of the President until such time as the President or Vice President returns.
4. Maintain records and correspondence pertinent to the club in an orderly and business-like manner.
5. Keep an up-to-date roster of all members.
6. Maintain a club calendar of scheduled activities.
7. The Secretary is required to attend a least 75% of all club functions.

#### D. Treasurer

1. Keep accurate records of all receipts and disbursements of the club and promptly deposit monies in the designated depository.
2. To sign all checks and apply for all UOSA funding.
3. Shall not be authorized to pay any expenditure greater than twenty-five percent of the total budget without the majority vote of a quorum at any club meeting.
4. Will be held personally responsible for the funds entrusted to him/her and

- give an accounting to the club at each regular meeting or upon request.
5. Be responsible for the collection of all dues and assessments,
  6. Be responsible for maintaining all data pertinent to this office in a business-like manner.
  7. The treasurer will be required to attend 75% of all club functions.

#### E. Public Relations Chair

1. Serve as public relations contact for the Club to external organizations and associations.
2. Advertising club meetings, programs, and activities that are of interest to the general public as well as club members.
3. Act as a spokesperson of the Club in all matters not otherwise decreed by the President or Club majority.

#### F. Psi Chi Representative(s)

1. Promote awareness and membership of Psi Chi.
2. Maintain membership forms and check that potential members meet qualifications.
3. Ensure that dues are paid properly to the national Psi Chi office with the help of the Treasurer.
4. Order graduation regalia for Psi Chi members when appropriate.
5. A Co-Representative position may be allowed at the will of the Executive Committee.

#### G. Graduate Liaison(s)

1. Act as a representative of graduate students' interests within the Club.
2. Encourage graduate students membership and participation in all activities.
3. Promote gracious relations between undergraduate and graduate members.
4. Must be a full-time graduate student of The University of Oklahoma Department of Psychology.
5. A Co-Liaison position may be allowed at the will of the Executive Committee.

### **ARTICLE V. ELECTION OF OFFICERS**

1. Nominations will be made at the April meeting of each spring semester.
2. Elections will be held during the April meeting. The term for each office will be one year. Any officer may serve more than one term, if elected.
3. Elections will be held by secret ballot. Majority vote wins.
4. All nominees and voters must be Active Members.

## **ARTICLE VI. FACULTY SPONSOR**

A Faculty Sponsor will guide students and advise the Executive Committee of the Club in all pertinent matters.

1. Must be a full-time employee of The University of Oklahoma Department of Psychology.
2. Must attend Officer meetings and General Body Meetings, unless given advance notice of inability to do so.
3. Must sign forms and checks as needed by the Executive Committee.

## **ARTICLE VII. VACANCIES**

A vacancy in any office shall be filled by a majority vote of the members present at a regularly scheduled meeting or at a special meeting. Alternatively, if the latter option is unfeasible, the Executive Committee may appoint a new officer.

## **ARTICLE VIII. MEETINGS**

1. General Body Meetings shall be held every other Thursday at a time and place announced by the Executive Committee. Notification to the membership will be accomplished via the best means possible under the prevailing circumstances. Selection of the meeting place shall be the responsibility of the Executive Committee.
2. Special Meetings may be called as prescribed in the Constitution and the date, time, and place, likewise designated. Notification of the membership will be by the best means available under the prevailing circumstances.
3. Officer Meetings shall be conducted every other Thursday, alternating with General Body Meetings. The Executive Committee and Faculty Sponsor shall conduct these meetings at their discretion.
4. The order of business shall be decided by the presiding officer. Items to consider include a reading of the minutes of the previous meeting, dispensation of old business, discussion of new business, committee reports, and financial reports.

## **ARTICLE IX. COMMITTEES**

1. The Executive Committee shall be a standing committee. This committee shall consist of the elected Officers of the club as well as the Faculty Sponsor. Duties of this committee are to act for the club under the provisions of the Constitution.

2. Special or standing committees may be appointed by the presiding officer at General Body or Special Meetings. Committees may be appointed when deemed advantageous to the club.
3. Sub-Committees may also be formed as needed for events or activities.

## **ARTICLE X. AMENDMENTS**

These Articles may be amended by majority vote of the members present at General Body Meetings. In the event of urgency, the Executive Committee may revise these Articles under the guidance of the Faculty Sponsor in accordance with The University of Oklahoma Student Code.