

Psi Chi International Honor Society

University of Houston Chapter

Chapter Bylaws

Updated February 2019

BYLAWS OF THE PSI CHI CHAPTER OF THE UNIVERSITY OF HOUSTON (hereinafter referred to as “the Institution”).

ARTICLE I. | NAME

The name of this organization shall be the University of Houston 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.

A. UNDERGRADUATE STUDENTS.

Requirements:

1. At least 3 semesters (minimum 36 semester hours) or equivalent of college coursework completed, 9 semester hours or equivalent of psychology coursework completed, and
2. a minimum 3.5 psychology course GPA, and
3. a cumulative GPA of 3.0 on a 4.0 scale. Our Faculty Advisor agrees that this cutoff demonstrates excellence among peers for sophomores, juniors, and seniors.

B. TRANSFER STUDENTS.

Requirements:

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

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

C. GRADUATE STUDENTS.

Requirements:

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

1. completed at least 9 semester hours or the equivalent of graduate-level coursework,
2. earned a minimum GPA of 3.0 on a 4.0 scale in all graduate courses, and
3. meet the graduate program's academic requirements (e.g., if specific courses require an A or B, students must meet those requirements even if their cumulative GPA is above 3.0).

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 *Alumni Members* are Psi Chi members who are no longer current students.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

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

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

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

ARTICLE IV. | OFFICERS

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

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

Section 2. The Officers shall be elected by ballot at the end of the Spring semester to serve for one year or until their successors are elected, and the term of office shall begin immediately upon election. In the event there is only one candidate for an office, the election may be by voice vote.

Section 3. No member shall hold more than one office at a time. No member shall serve more than two terms in the same office.

Section 4. Should the office of President become vacant, it shall be filled by the Vice-President. A vacancy in any other office shall be filled with the approval of the Chapter Faculty Advisor. Should all Officer positions become vacant, the Chapter's Faculty Advisor may appoint current student members to fill those vacancies until the next scheduled election.

Section 5. *Officer Abandonment.* Any Officer who does not attend Officer or Chapter meetings regularly or fulfill the duties of office may be deemed to have abandoned the office and be replaced by majority vote. The Officer in question must be informed of the Officer meeting at which this vote may take place. The Officer may present extenuating circumstances to explain absences, but the vote may proceed if the Officer does not present or attend. All other Officers must vote including the Faculty Advisor in order to both affirm that the Officer has abandoned the Office, and with whom the officer will be replaced. If a majority of the other Officers votes to affirm that the Officer abandoned the position, the officer removal process described below in Section 7 is not necessary.

Section 6. *Officer Removal.* Any member of the Chapter may request that an Officer be removed by making the request in writing to the Chapter's Faculty Advisor, excluding the Officer in question. The request must include the name of the member(s) making the request and the reason for the request. The officers will vote on whether or not to present the proposed removal to the Chapter Faculty Advisor. If they vote no, the matter ends there. If they vote yes, the Officer facing removal must be notified in writing of the pending action, the reasons in the original request, the decision to proceed, and the date, time, and location of the Chapter meeting where the case will be presented, and vote taken. The Officer must be given the opportunity to resign or to present justification for not proceeding with removal in writing or in person. At its discretion, the other Officers may vote again about the matter. The Officer must be provided the opportunity to resign before the matter is presented to the Chapter Faculty Advisory. If the Officer does not resign or convince the other Officers to drop the matter, the President (or the Vice-President, if it is the President whose removal is being considered) will present the case supporting removal of the Officer at a regular or special Officer meeting, and the Officer in question will be given equal time to present the case against removal.

The Chapter Faculty Advisor must be present at a meeting called to remove an Officer. If removal of the Officer passes by a two-thirds vote taken by secret ballot of the members present (including votes by the Officer in question and the member who made the request for removal, if present) at the meeting, this will result in an immediate end to the term of office. Any member removed from office by the Chapter may not run for chapter office in the future. If the Officer refuses to respond or resign, the Officer will be deemed to have abandoned the office.

ARTICLE V. | MEETINGS

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

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

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

ARTICLE VI. | CHAPTER FACULTY ADVISOR

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

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

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

ARTICLE VII. | PARLIAMENTARY AUTHORITY

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

ARTICLE VIII. | AMENDMENT OF BYLAWS

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