

**The Constitution and Bylaws of the
Motlow State Community College Psi Beta Chapter**

PREAMBLE

We, the students of the **Motlow State Community College Psi Beta Chapter**, established to provide a Motlow State Community College (MSCC) chapter of **Psi Beta**, do ordain and establish this constitution and bylaws to subscribe to the regulations and policies of the Tennessee Board of Regents (TBR), Motlow State Community College, and **Psi Beta, Inc.**, the National Honor Society in Psychology for Community and Junior Colleges (Member of the Association of College Honor Societies). The mission of the national Psi Beta Honor Society is the professional development of psychology students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research and community service.

Section I: The purpose of the **Motlow State Community College Psi Beta Chapter** shall be the following:

- A. To serve as a means of national recognition of the student's early interest in and dedication to the field of psychology and to scholastic achievement.
- B. To provide opportunities to become acquainted with and involved with the larger field of psychology.
- C. To provide a forum for developing one's knowledge and perspective about psychology and for building a sense of community and identity with other in the field.
- D. To enhance leadership skills, promote academic achievement, and encourage scientific inquiry in psychology
- E. To provide greater opportunity for student/faculty interaction outside the classroom.
- F. To benefit Motlow State Community College and the broader community through programs and services

It is also the purpose of the **Motlow State Community College Psi Beta Chapter** to comply with all policies, regulations and procedures established by the TBR and Motlow College, and with all federal and state laws and regulations.

Section II: The proposed activities of the **Motlow State Community College Psi Beta Chapter** shall be the following:

- A. The chapter will hold a regular meeting at least once per semester (fall and spring). Additional meetings may be held as determined by the chapter officers.
- B. The chapter shall sponsor at least one campus-wide program per semester.
- C. The chapter shall sponsor at least one field trip for chapter members per semester.
- D. The chapter shall engage in fundraising as needed to support the chapter's activities.

**ARTICLE I
NAME AND MEMBERSHIP**

Section I: The official name of the organization shall be the **Motlow State Community College Psi Beta Chapter**

Section II: The **Motlow State Community College Psi Beta Chapter** shall consist of the Executive Board (Chapter Officers) and all members. Membership is open to any currently registered full-time or part-time student at Motlow College who meets the membership criteria established by the national Psi Beta organization. Only active members may vote or hold office.

Section III: The **Motlow State Community College Psi Beta Chapter** organization complies with all state and federal laws regarding hazing. The members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of College recognition.

Section IV: Active membership of the **Motlow State Community College Psi Beta Chapter** shall be without regard to discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status.

Section V: All full-time and part-time students enrolled at Motlow State Community College are eligible for membership in the **Motlow State Community College Psi Beta Chapter** provided that they meet the following requirements:

- A. Have earned an institutional (MSCC) overall grade point average (GPA) of at least 3.25 based upon a minimum of 12 college units.
- B. Have completed at least one psychology course with an earned grade of "B" or higher.
- C. Is and remains a student in "Good Standing" at the college.
- D. Maintains acceptable semester-to-semester academic progress in matriculation towards graduation from MSCC.
- E. Maintains high standards of personal ethics, integrity, and behavior.
- F. Has the approval of the primary faculty advisor at the campus the student attends.
- G. Has received a formal written invitation to membership in the chapter from the primary faculty advisor

Section VI: New members shall be inducted into the chapter in the fall and spring and shall be registered at the Psi Beta national office annually by the chapter president or chapter primary faculty advisor. The **Motlow State Community College Psi Beta Chapter** may consist of up to five classes of membership: Active, Inactive, Faculty, Honorary, and Alumni as described below:

- A. **Active Members** are students who are duly registered and have been inducted into chapter membership, have paid chapter dues, have maintained all eligibility requirements (Section V), have attended at least one Psi Beta meeting per semester, and are enrolled at Motlow State Community College. Only Active Members may hold office and vote. The majority vote of

active members attending a meeting shall determine the chapter vote for the national elections/ballots.

- B. **Inactive Members** are students duly registered and inducted into membership but who have not maintained their enrollment in the college or GPA eligibility requirement for Psi Beta, or paid their local chapter dues. Inactive Members cannot hold office or vote until they return to compliance with Active Membership requirements.
- C. **Alumni Members** are student members of Psi Beta who have graduated from MSCC. Alumni members are invited to all regular chapter meetings, programs, and activities but may not hold office or vote unless they re-enroll in MSCC and return to Active Member status.
- D. **Faculty Members** are registered and inducted the same as student members. Faculty members may not hold office or vote.
- E. **Honorary Members** are nominated by the chapter and approved by the Psi Beta National Council. They are registered the same as faculty members and inducted in a special ceremony provided in the Psi Beta Handbook. At the discretion of the chapter advisors and the chapter executive board (chapter officers), honorary membership and/or recognition may be offered to individuals whose contributions to the discipline of psychology and the Psi Beta chapter at the institution has been especially significant.

Section VII: Finances

- A. Active members shall pay \$5.00 chapter dues per semester (fall and spring) to the Treasurer.
- B. New members must pay to the treasurer the once-in-a-lifetime, tax deductible, Psi Beta national membership fee of \$50.00 by the specified due date preceding the induction ceremony. Inductees will receive an official Psi Beta membership certificate, card, and gold-plated Psi Beta pin from the national office.
- C. The chapter Psi Beta account must contain at least \$50.00 at the end of the year to be carried over to the next academic year.
- D. The chapter shall submit an Activity Fee request to the MSCC Vice President for Student Affairs at least annually by the college's designated due date.

ARTICLE II

THE EXECUTIVE BOARD (CHAPTER OFFICERS)

Section I: The membership of the Executive Board (Chapter Officers) of the **Motlow State Community College Psi Beta Chapter** shall comprise the following positions with accompanying duties and responsibilities as described:

- A. **President** shall set the date, time, location, and agenda for chapter meetings, preside at all meetings, appoint committees, communicate regularly with the primary faculty advisor and other chapter officers, and vote in the case of a tie. The chapter president shall meet at least twice per month with the primary faculty advisor and keep him/her fully abreast of all meetings, activities, and status (including membership and finances) of the chapter.
- B. **Vice-President** shall take over all duties and responsibilities of the president during the president's absences and serve as Program Chair for the chapter.

- C. **Secretary** shall record minutes and attendance of all official chapter meetings, and retain agendas and minutes of all chapter meetings in a notebook, handle all correspondence approved by the primary faculty advisor relating to the chapter, and maintain an accurate and up-to-date record of all induction ceremonies and inductees, a list of all members and their type of membership (active, inactive, etc.), and committees and their members. The secretary shall also keep an accurate MSCC Psi Beta email distribution list of all chapter members so that they may be notified of future chapter meetings, programs, and events. The secretary shall also maintain the Psi Beta chapter web page on the Motlow State Community College web site.
- D. **Treasurer** shall collect all membership fees and dues, deposit the funds in the chapter (or MSCC) account, keep current and accurate financial records, disperse funds as directed by the primary faculty advisor, and submit monthly and annual financial reports to the chapter officers and primary faculty advisor.
- E. **Chapter Delegate** shall obtain the consensus or vote of the MSCC chapter members at regular chapter meetings on survey issues or ballots provided to the delegate by the Psi Beta National Council and shall submit the results as directed.

Section II: Official chapter meetings must be announced by the President to all chapter officers and members via MSCC email distribution list a minimum of one week (seven days) in advance of the planned meeting date and time. A quorum will be when all chapter officers and at least two chapter members are in attendance for the planned meeting. Meetings may be held via ITV to all four campuses of the college as needed. If a chapter officer is absent, business may not be conducted and the primary chapter faculty advisor shall be notified of the absence of the chapter officer. The primary and secondary faculty advisors may attend and count towards the member quorum but may not vote.

Section III: The **Motlow State Community College Psi Beta Chapter Executive Board (Chapter Officers)** shall meet all the membership criteria as specified in Article I, Section V. Should a chapter officer fail to meet all the criteria of Article I, Section V they may be removed from office at any point during their term of service by a two-thirds (2/3) vote of the membership present during a special chapter meeting or email vote called by the primary chapter advisor. A replacement for the vacated position shall be made by meeting or email vote by a two-thirds (2/3) majority of the voting active members. The newly elected replacement shall then fulfill the remaining original term of the removed chapter officer. If a chapter officer resigns, abandons, or otherwise vacates their position, the election of their replacement shall take place as per procedure described in Article II, Section III for the removal of a chapter officer.

Section IV: Elections of new chapter officers for the upcoming academic year shall be held in the spring semester in the month of April at a specially called election meeting, the date, time, and location established by the incumbent chapter president. If a meeting is not practical, an email vote may be held. Chapter officers graduating at the end of the spring semester shall be ineligible to hold office in the new upcoming year but are eligible to vote. The following procedures shall be followed:

- A. Incumbent outgoing chapter president shall conduct or preside over the election.
- B. Chapter officers graduating in May following the April election are ineligible to run.
- C. Nominations for new chapter officers for the new academic year can be made by any active member. Active members may nominate themselves.

- D. Election for each chapter officer position will take place by secret ballot with winner elected by simple majority. If a tie, a second run-off vote will take place between the two highest vote recipients. Winner shall be announced by the outgoing chapter president. Once the new incoming chapter officers are elected and constitute the new, incoming Executive Board, they assume control of the chapter at that point. The new Executive Board shall meet immediately or very soon thereafter with the primary faculty advisor to review this chapter constitution and bylaws to assure continuity and compliance.
- E. All terms of service will be for one academic year (fall and spring semesters). Incumbent chapter officers may not succeed themselves in the same position but may run for an alternate chapter officer position if they are eligible.

ARTICLE III ORGANIZATION ADVISORS

Section I: A primary faculty advisor from the full-time, tenured, active psychology faculty of Motlow State Community College shall be named by the **Motlow State Community College Psi Beta Chapter** whose name shall be registered with the Office of Student Affairs. Secondary advisors, preferably one from each of the college's campuses, shall be appointed by the primary faculty advisor to assist in the advisement and general oversight of the **Motlow State Community College Psi Beta Chapter** and their names shall also be registered with the Office of Student Affairs. Should the primary faculty advisor resign or otherwise vacate their position, a replacement primary faculty advisor shall be selected from the active full-time psychology faculty of Motlow State Community College by the **Motlow State Community College Psi Beta Chapter** (Executive Board and/or members) and will register their name with the Office of Student Affairs. The primary faculty advisor will maintain general oversight of all activities of the chapter and may, at their discretion, call special meetings of the chapter to discuss concerns for the ongoing operation of the chapter. The primary faculty advisor has the authority to suspend or reinstate all operations of the **Motlow State Community College Psi Beta Chapter**.

ARTICLE V AMENDMENTS TO THIS CONSTITUTION

Section I: Amendments

- A. This constitution and bylaws may be altered, amended, or repealed by the Executive Board (Chapter Officers) of the **Motlow State Community College Psi Beta Chapter** following a simple majority vote by the chapter voting members as long as the changes are in compliance with the national Psi Beta Charter, and the laws, policies, regulations, and procedures of the State of Tennessee, Tennessee Board of Regents, and Motlow State Community College.
- B. Amendments shall be tabled by the **Motlow State Community College Psi Beta Chapter** for a period of no more than two weeks.

- C. Amendments shall be approved by the Executive Board (Chapter Officers) and/or the faculty advisors.
- D. All amendments, additions or deletions must be approved and filed with the Assistant Vice President for Student Affairs at Motlow State Community College.

ARTICLE VI
PARLIAMENTARY AUTHORITY

Section I: Parliamentary Procedures

- A. The current edition of Robert's Rules of Order shall govern the Executive Board (Chapter Officers) of the **Motlow State Community College Psi Beta Chapter**
- B. All rules and regulations established by the national Psi Beta Charter Bylaws and policies; all laws, policies, procedures, and regulations of the Tennessee Board of Regents (TBR), Motlow State Community College, and all federal and state laws, regulations, policies, and procedures must be adhered to over and above the chapter constitution and bylaws.