**Lone Star College-CyFair Psychology Club**

**CONSTITUTION**

**Article I** - **Name**

Section 1: The club shall be known as the Lone Star College-CyFair Psychology Club.

**Article II** - **Purpose**

Section 1: The purpose of the Lone Star College-CyFair Psychology Club is as follows:

* Broaden students' understanding and familiarity within the field of Psychology by organizing and conducting seminars, demonstrations, field trips, and sponsoring guest speakers;
* Provide Lone Star College-CyFair students with information on different choices in the field of Psychology and other closely related fields;
* Provide opportunities for students to network with each other and those already employed in the field;
* Provide opportunities for members to discuss issues and current events that are directly related to Psychology and other closely related fields.
* Apply psychological perspectives by being involved in community outreach.

## Article III - Membership

Section 1: Any registered student (full or part-time) at Lone Star College-CyFair who is in good standing with the College and fulfills the membership requirements of the organization may be a member.

Section 2: In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded all students without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status.

Section 3: Voting privileges will be restricted to Lone Star College-Cy Fair student membership.

Section 4: All members must abide by the rules set forth by the Psychology Club, Student Life, and Lone Star College-Cy Fair. Any member who does not comply with these rules may and will be removed from the club. The Advisor reserves the right to treat each incident on a case by case basis.

**Article IV – Officers and Advisors**

Section 1: The Executive Committee shall consist of the following officers: President, Vice President, Secretary, Volunteer Coordinator, Treasurer, Historian, Club Outreach Rep, Club Recruiter, and Faculty Advisor(s). The Executive Committee shall help ensure that all duties of the Psychology club are carried out, as stated within this constitution.

Section 2: All officers, except the Faculty Advisor(s), must be Lone Star College-CyFair students.

Section 3: The term of office shall be twelve (12) months beginning in August.

Section 4: The duties of the officers are as follows:

# President:

* + Attend all regular and special meetings of the Psychology Club membership and committees.
  + Call special meetings when necessary, monitor the current budget, prepare a final report at the end of his/her term of the office that summarizes the finances and activities of the Psychology Club.
  + Represent the club at appropriate college and community functions, prepare agendas for officer and member meetings, and assist in the planning of events for the club.
  + Communicate with Vice President and other club members as necessary to ensure that duties are fulfilled in the absence of the President.
  + Monitor all officer duties at the end of every week to ensure that they're being fulfilled:
    - Google Drive, Doodle, Gmail contacts, Travel Forms, volunteer hours, member sign-in sheets, GroupMe club/event groups, social media updates, and member e-mails.
  + Delegate job duties to other officers if unable to participate in meetings/events.
* Vice President:
  + Assume the position and responsibilities of President in the absence of the President.
  + Represent the club at appropriate college and community functions. and assist the President in planning agendas as well as events for the club.
  + Update Google Docs as necessary.
  + Complete all pre and post event forms for all events (including volunteer events).
  + Represent the club at appropriate college and community functions, and maintain all correspondence, (contact information and email) of the club.
  + Monitor all officer duties to ensure that they're being fulfilled:
    - Google Drive, Doodle, Gmail contacts, Travel Forms, Volunteer hours, member sign-in sheets, GroupMe club/event groups, social media updates, and member e-mails.
  + Stay in close contact with Faculty Advisor(s). Faculty Advisor(s) will update VP with regular announcements.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.
* Secretary:
  + Maintain current and accurate records of motions and amendments to the constitution, maintain official minutes of each meeting, and distribute the minutes to the club officers before each meeting.
  + Check club email daily and respond to emails in a timely manner (before 8pm each day).
  + Coordinate with Volunteer Coordinator to send members email updates each Monday after officer meetings, including the following information:
    - volunteering information, weekly meeting time and room number, minutes from the last member meeting.
  + Create GroupMe events in the member GroupMe, including time, date, and location as soon as the date is confirmed for a club meeting or event.
  + Ensure that members sign in at each event so that their hours and attendance may be documented.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.
* Volunteer Coordinator:
  + Create events with time slots on Doodle.
  + Manage sign in sheets at events, maintain events for liaisons and members GroupMe.
  + Maintain records of service hours for members on Excel.
  + Represent the club at appropriate college and community functions, and maintain all correspondence of the club.
  + Coordinate with Vice President to complete volunteering pre and post event forms, travel forms, and any other documentation necessary.
  + Call volunteers two days prior to each event to remind them that they signed up for the event.
  + Keep copies of all sign-in sheets from every volunteering event.
  + Keep a list of no-call, no-show volunteers or volunteers that dropped out last minute. Ensure that volunteers sign in at each event so that their hours and attendance may be documented.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.
* Treasurer:
  + Maintain the financial records of the Psychology Club, when any money is taken from the budget,
  + Give rundown of budget report at the meeting including:
    - Utilization of monetary expenses
    - Current budget
    - Supplies needed for upcoming events.
  + Be involved in handling anything relating to club finances, represent the club at appropriate college and community functions.
  + Weekly meeting with President and Vice President to place supply orders for upcoming events.
  + Purchase Request Forms must be submitted 10 business days in advance to Student Life. Ensure the Treasurer receives a confirmation email of purchased materials.
  + Fundraiser Request Forms must be submitted 30 business days in advance to Student Life.
  + Update the budget Excel spreadsheet on Google Docs as needed.
  + Prepare new budget for the following academic year with Faculty Advisor(s). Present budget at budget meeting with President.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.
* Historian:
  + Maintain and promote the club’s events by using all social media aspects such as Facebook, Instagram, GroupMe, and Remind, to be done when the event date is finalized, 1 week prior, and 2 days prior.
  + Create a newsletter for each member meeting, including the following information:
    - Upcoming events, officer contact information, announcements, social media information, and member spotlight section.
  + Responsible for taking/acquiring/posting photos for all events.
  + Send updates to Student Life as necessary.
  + Ensure that members are aware of any room or time changes for events or meetings.
  + Be present at all events to market the club, provide announcements as needed via social media to inform the campus of all important updates and future events, work closely with other members on the executive committees.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.

### Club Outreach Rep:

* + Communicate with other clubs to collaborate and seek opportunities in upcoming events.
  + Coordinate with Faculty Advisor(s), President, Vice President, Secretary, and Volunteer Coordinator to ensure that proposals from other clubs are addressed promptly.
  + Attend other club member meetings with Psychology officers.
  + Update information for other clubs on Google Docs including club email, meeting times, and contact information.
  + Attend SGA Meetings to inform other clubs about upcoming events, take record of other club's events, and inform officers through the weekly agenda.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.

### Club Recruiter:

* + Work closely with the Volunteer Coordinator, Secretary, Historian, and Faculty Advisor(s) to ensure that flyers are informative, accurate, and aesthetically appealing.
  + In charge of table set-up during events - flyers, sign-up sheets, tablecloth.
  + Responsible for club recruitment sheets during events.
  + Set up promotion table bi-weekly at various locations on campus. Consult with Student Life for promotional table.
  + Recruit liaisons for help as needed to set up at events and other promotional opportunities.
  + Delegate job duties to other officers if you are unable to participate in meetings/events.
  + Stay in close contact with Faculty Advisor(s) to ensure there are flyers for all upcoming events.

### Faculty Advisor(s):

* + The Faculty Advisor(s) must be a full-time Psychology faculty member (or adjunct with approval from the college president) at Lone Star College-CyFair. The Faculty Advisor(s) serve as a liaison between students and administrators and are responsible for reserving rooms for meetings and events. The Faculty Advisor(s) may or may not be present at the meetings/events if held in CASE, Building 7 (Student Life). For meetings/events outside CASE, Building 7, an advisor must be present. A Faculty Advisor will ensure the Executive Committee is responsible for all classrooms and other locations on campus in which meetings are held.
  + A "simple majority" vote of the Executive Committee, with the approval of the Faculty Advisor(s), shall be necessary to pass any business which is referred to the Executive Committee. The Faculty Advisor(s) have the right to be fully informed of and involved in all Psychology Club sponsored functions. Furthermore, since this is a restricted democracy, the Faculty Advisor(s) have the final veto power in Psychology Club affairs, to be used only when members of the club overstep reasonable boundaries. This is to protect the integrity of Lone Star College-Cy Fair and the Psychology Club.

**Article V - Elections**

Section 1: There are no formal elections for officer positions. Instead, the Executive Committee will provide an application and interview interested members of the club to be part of the Executive Committee. After the interview process, the final approval will be made by the Faculty Advisor(s). The Executive Committee selection process is done on an as needed basis.

Section 2: Current Executive Committee members who desire to remain on the Executive Committee for the next calendar year will have to receive approval from the Faculty Advisor(s). They are not required to complete the application process. If an Executive Committee member is not on the board for at least l semester and desires to remain a part of the Executive Committee, then that member must reapply for a position.

**Article VI - Meetings**

Section 1: The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term. Frequency of meetings will be determined by the Executive Committee.

Section 2: Any type of oppositions, suggestions, events, future meetings, and voting will be conducted at these meetings. Members must be present at the meetings in order to participate and cast his/her vote.

Section 3: Special meetings can be called by the President and/or Faculty Advisor(s), and will be announced to club members through a phone call and/or email.

Section 4: The minimum number of members needed for regular and special meetings shall be 1/3 of members.

Section 5: Rules of procedure for this organization shall be *Robert 's Rules of Order.*

**Article VII - Finances**

Section 1: Fiscal Operating year is September 1-August 31.

Section 2: There are no membership dues for this organization at this time.

## Article VIII - Volunteer Hours

Section: l Any club member that completes at least 12 hours of volunteer service within the given semester will be eligible to receive a reference letter from the Faculty Advisor(s) for their community service efforts. However, any club member who completes any amount of volunteer hours may request a statement from the Faculty Advisor(s) confirming their hours.

Section 2: Any member of the Executive Committee, who is in good standing, is eligible to receive a reference letter for their service from the Faculty Advisor(s).

## Article IX - Committees

Section 1: The Executive Committee has the right to create different committees within the Psychology Club. The Executive Committee has the right and the ability to form and dissolve committees, as well as appoint committee heads. The Executive Committee must define the nature and scope of the committee at the time of its appointment, but reserves the right to modify these; however, the Executive Committee must notify the Psychology Club members of such modifications.

## Article X -Amendments

Section l: Proposed constitutional amendments or changes shall be presented to the organization in writing by any member. A special meeting should be called to discuss the amendment(s).

Section 2: Approval by the majority of the members present at a regular meeting shall pass a proposed change. The Secretary shall revise the constitution, and the change(s) shall be put into effect immediately unless otherwise stipulated in the amendment, and after approval from the Director of Student Life.

Section 3: A copy of any alteration to this document must be filed in the Office of Student Life.

## Article XI - Ratification and Enactment

Section 1: This constitution shall become the official governing document of the organization, upon ratification by a majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.