



PSI CHI. THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

Constitution and By-Laws of the Lakehead University Psi Chi Chapter (Psi Chi)

Article I

1. The name of the Student Society shall be Lakehead University Psi Chi Chapter (hereinafter "Society" or "Psi Chi").
2. The Student Society shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. The purpose of the Student Society shall be the following, and all activities of the Student Society shall be conducted in the furtherance of this purpose:

To promote academic excellence, leadership, and scholarship within the field of psychology.

By-Law I — Membership

1. At least one-half of the members of the Student Society shall be Lakehead University students or alumni.
2. All Student Society members shall have the right to bring forward motions and cast a vote at the Student Society's Annual General Meeting.
3. The membership of the Student Society shall be limited to the following:
 1. Be enrolled as a major or minor in a psychology program (or a program psychological in nature).
 2. Have completed at least 3 semesters or equivalent of the college course.
 3. Have completed at least 9 semester hours (or equivalent) of psychology courses.
 4. Have earned an overall GPA that is in the top 35% of their class in general scholarship (minimum GPA of 3.0 on a 4-point scale).
 5. Have a minimum 3.0 GPA in psychology courses.

By-Law II — Meetings of the Members

1. The Student Society shall hold an Annual General Meeting at least once per academic year between the months of September and October, inclusively.

2. The date, time, and location of the Annual General Meeting shall be set by the President in consultation with the other Officers and announced to the Student Society members at least two (2) weeks before the meeting is to take place.
3. At an Annual General Meeting, at least ten (10) Student Society members or ten percent (10%) of Student Society members, whichever is more, must be present in order for the meeting to be able to proceed. If this minimum is not achieved ("quorum"), no vote taken will be considered valid. The Officers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.
 - a. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers shall appoint their replacements for the next term.
 - b. If the Officer positions are not contested, Officers will be appointed to those uncontested positions so long as no members present oppose this decision.
4. The Annual General Meeting shall be chaired by the President. If the President is not available due to unavoidable circumstances, the Vice President can chair the Annual General Meeting so long as at least two other Officers are present.
5. During the Annual General Meeting, the Student Society members shall officially appoint the Officers of the Student Society, who shall begin their terms on the date of the Annual General Meeting, as this is when Psi Chi Officers are officially inducted to their Officer positions.
6. The Student Society members may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Student Society and the Officers.
7. At any time, a petition of ten percent (10%) of Student Society members, or ten (10) Student Society members, whichever is more, can call a Special General Meeting, during which the Student Society members may make any decision affecting the operation of the Student Society, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then e-mail all of the Student Society members and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

By-Law III — Student Society Officers

Mandatory Officer Positions:

- 1. President.** The President is the chief executive Officer of the Student Society and in that capacity is able to make decisions affecting the Student Society and its operations. So long as those decisions are made in furtherance of the Student Society's purpose and do not violate this Constitution or the LUSU Governing Documents, they shall be considered valid and enforceable. The President cannot make any decisions that are reserved for the Student Society members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to. The President's general duties include chapter leadership, delegation, calling Officer and chapter meetings to order, taking possession and keeping track of the Society's documentation (e.g., chapter records, the president's record, etc.), acting as a liaison between the chapter membership, faculty advisors, and Psi Chi Central Office, overseeing membership registrations in partnership with the faculty advisor, submitting a chapter activities report to Psi Chi Central Office on a yearly basis, ensuring that all relevant paperwork and Student Society registration (i.e., with LUSU and Psi Chi Central Office) is completed on a yearly basis, and ensuring that executive Officers remain on task (for a complete list of specific duties, see Psi Chi Officer Guidelines documentation).
- 2. Vice President.** The Vice President position will be adopted by an individual who is interested in taking on the role of President following their tenure as Vice President. He or She will receive thorough orientation and training from the preceding Vice President and will be guided by the current President throughout their tenure. In the absence of the President, or at the request of the President, the Vice President will perform the President's duties, including but not limited to introducing speakers at meetings and programs, obtaining facilities for meetings and programs, and ensuring that all meetings and programs are properly publicized. The Vice President shall assist the Secretary in preparing the annual report of chapter activities to send to Psi Chi Central Office, and keep in close contact with the President and faculty advisors.
- 3. Past President.** Past President will act as a consultant for the current President on an as-needed basis. Past President may attend Officer meetings should they wish, although it is not necessary to do so. The role of Past President shall be undertaken by the previous President of the Lakehead University Psi Chi chapter, once his or her tenure of up to two years has ended. Due to the nature of this position, it is not necessary for Past President to be currently enrolled as a Lakehead University student, however if such is the case he or she must be considered an alumni of Lakehead University.

4. **Treasurer.** The Treasurer is the Officer in charge of the Student Society's finances, and in that capacity, along with the President, is allowed to deposit and withdraw funds from the Student Society's accounts. The Treasurer shall prepare a report to the Student Society's members about the state of the Student Society's finances at for presentation at the Annual General Meeting. At each Officer meeting, the Treasurer shall provide an update on the account balance and any recent or upcoming transactions.
5. **Secretary.** The Secretary is the Officer in charge of keeping the minutes of the Student Society's meetings, including the Annual General Meeting. The Secretary must record the result of all votes taken and pass them on to his/her successor and must make them available to LUSU on demand by any LUSU Executive. The Secretary must work with the Events Coordinator to book rooms for events as needed. The Secretary shall work with the Vice President to prepare an annual report to be sent to Central Office following the end of each academic year.

Optional Officer Positions:

6. **Events Coordinator.** The Events Coordinator shall be in charge of organizing events for the Student Society, working with the Secretary to book rooms, organize any needed decorations or food, etc. for each event. If the event requires participants to fill out liability forms or other types of forms, the Events Coordinator shall organize this. The Events Coordinator shall also be in charge of recruiting members to attend events, advertising for events, and inviting any special guests for events. The Events Coordinator is encouraged to general novel ideas for events related to the science of psychology.
7. **Member at Large.** The Member at Large shall organize and run any number of standing committees developed on a yearly basis for the Lakehead University Psi Chi chapter. The Member at Large shall adopt any outstanding jobs that are unable to be fulfilled by the other Psi Chi Officer positions. If a Member at Large is appointed, he or she will be in charge of membership recruitment and may form a standing committee to aid in recruitment should he or she wishes.
8. All Student Society Officers must be currently registered students at Lakehead University, with the exception of Past President, who acts as a consultant to the current President.
9. Unless otherwise allowed for within this document, the Officers shall be elected at the Student Society's Annual General Meeting by the Student Society's members and they shall hold office from the end of their predecessors' terms until their successors are elected.
10. Any Officer is allowed to resign their position within the Student Society. The resigning Officer must notify LUSU and the remaining Officers of their decision

before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Student Society members if there remain unpaid debts of the Student Society.

By-Law IV — Amendments

1. This document may be amended by the Student Society's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
2. Any amendments take effect immediately after the General Meeting is over.

By-Law V — Student Society Election Procedures

1. Unless otherwise allowed for in this document, Student Society Officers shall be elected at the Student Society's Annual General Meeting by the Student Society members present.
2. Members who are interested in becoming an Officers shall declare their candidacy at the General Meeting and the Student Society members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Student Society member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the Secretary and another Student Society member who will verify the vote's fairness.

Operational Policy I — Statement of Accountability

1. All Student Society Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Student Society's purpose and in the best interest of the Student Society's members.
2. All Student Society Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Student Society members.
3. All Student Society Officers shall honour all agreements to which they or their predecessors agreed to, and shall endeavour to fulfill every obligation owed under those agreements.

Operational Policy II — Membership Dues

1. As a condition of Student Society membership, all prospective members shall make payment to the Student Society of the following:

Prospective members shall pay the sum of \$100 before they shall be eligible for full membership. This is a one-time fee that will result in lifetime Psi Chi membership, and shall be paid in full at least one month prior to the Induction Ceremony, which is held annually in March or April.

Certification and Ratification

We hereby certify that this Constitution has been duly adopted by the Student Society's members (or, if this is a new Student Society, that the majority of the prospective members have agreed to be bound by this Constitution):



Signature of President



Signature of Treasurer

October 16, 2022
Date

I hereby certify that, to my best knowledge, this Constitution has been duly adopted by the Student Society's members and that the Constitution does not contain any clause or statement that conflicts with the LUSU Governing Documents or any other resolution of the LUSU Board of Directors:

Signature of Vice-President Advocacy

October 16, 2022
Date