



Northern Virginia Community College, Loudoun Campus
CONSTITUTION, PSYCHOLOGY CLUB

ARTICLE I. NAME

The official name of this academic society, recognized by the Student Government Association of Northern Virginia Community College, Loudoun Campus shall be the **NOVA-Loudoun Psychology Club**.

Article II. Purpose

The purposes of this organization are as follows:

- A. To promote psychology as a global integrated science and build a sense of community.
- B. To create a forum for scholarly dialogue about issues and research in psychology.
- C. To provide exposure, awareness and opportunities for postsecondary students to gain insight into academic and career competencies within the field of psychology.

- D. To integrate and bridge the curriculum of the Psychology program with the content and activities hosted by the Psychology Club.
- E. To promote activities that lead to high scholastic recognition and achievement.
- F. To provide a forum for dialogue with professional psychologists in order to develop perspectives about the field of psychology and provide insight about career possibilities.
- G. To enhance and develop leadership skills.
- H. To promote interest and encourage research in psychological science.
- I. To provide greater opportunity for student/faculty interaction outside the classroom.
- J. To assist students in the psychology program with study groups and discussion sessions.
- K. To benefit and foster an overall interest in psychology through programs and services offered to the campus community--students, faculty, staff; and, the surrounding community.

ARTICLE III. MEMBERSHIP

Section I. All registered and interested students, faculty, and staff at the College shall be eligible for membership in the Psychology Club.

Section II. Voting members shall be designated as those persons who have joined the psychology and who actively participate.

ARTICLE IV. OFFICERS

Section I. The officers of this organization shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Public Relations Officer

- Section II.** All students in good academic standing are eligible to hold office.
- Section III.** The elected term of appointment for Officers is one academic year.
- Section IV.** The Officers shall be elected by a majority of the voting members of The Psychology Club at the beginning of the Fall semester.
- Section V.** In the case of unforeseen vacancies or resignation of officers, the President has the power to appoint new officers.

ARTICLE V. EXECUTIVE BOARD

- Section I.** The Executive Board shall consist of the **President, Vice President, Secretary, Treasurer, Public Relations Officer and Faculty Advisor.**
- Section II.** All executive and legislative power granted herein shall be vested in the Executive Board.
- Section III.** The Executive Board shall be in charge of planning and implementing all club activities and events.

ARTICLE VI. MEETINGS

- A. The Psychology Club shall hold a regular meeting at least once per month.
- B. A special meeting of the Psychology Club may be called by the President and/or the Executive Board as needed.
- C. Club members may also request the convening of a meeting with a written request to the Executive Committee with a quota of the membership.

ARTICLE VII. COMMITTEES

- Section I.** There shall be one standing Executive Committee and other committees shall be formed as needed for club activities and events.

Section II. The Executive Committee shall consist of all the officers and chairpersons of standing committees and shall perform the following duties:

- A. Review and approve the expenditure of all funds and establish the budget of all committees and events.
- B. Review and approve the plans and programs of all committees.
- C. Review the membership roster, approve new members and remove members not in good standing.
- D. Review and approve the agenda for the general membership meetings.
- E. Monitor, govern and enact the Psychology Club Constitution.

ARTICLE VIII. GROUNDS FOR REMOVAL FROM OFFICE

Section I. Officers may be removed from office if voted by two-thirds majority of members on the grounds of non-fulfillment of duties as defined by the Constitution and By-Laws of the club.

Section II. Advisors may be removed if voted by two-thirds majority of the members on the grounds of non-fulfillment of duties as outlined in the NVCC Faculty Handbook and as defined by the Constitution and By-Laws of the club.

Section III. Any individual who is removed from office shall be given full notice of the allegations against them in writing and have a two week period in which to address or rebuke the allegations in writing or in a formal presentation before the Executive Board.

Section IV. Any member of the Executive Board may initiate removal proceedings by submitting a motion to the Executive Committee.

ARTICLE IX. AMENDMENTS

Section I. Amendments to this constitution can be proposed by any member of the Psychology Club to be placed on the meeting agenda for vote.

Section II. A Quota of the voting membership present at the meeting shall be necessary to approve amendments to the constitution.

Section III. The Office of Student Activities and Dean of Student Services shall approve amendments of this Constitution.

ARTICLE X. ACTIVE STATUS

In order to maintain active status, the organization agrees to abide by the rules and regulations, including financial procedures, of the Northern Virginia Community College, which pertain to all student organizations.

ARTICLE XI. PARLIAMENTARY PROCEDURES

Parliamentary procedure shall be the order of all business meetings as outlined in Robert's Rules of Order and the Constitution and By-Laws of the Psychology Club at Northern Virginia Community College, Loudoun Campus.

ARTICLE XII. DUTIES OF OFFICERS

Section I. The duties of the President shall be, but not limited to:

- A. Presiding over and planning all Executive Board and regular meetings.
- B. Calling any necessary special meetings [or appointing special committees.](#)
- C. Signing all financial documents of The Psychology Club.
- D. Representing the Psychology Club to the Student Activities Planning Board or President's Roundtable, as well as at the monthly Student Life meetings.

Section II. The duties of the Vice President shall be, but not limited to:

- A. Acting as president should the President at any time be unable to carry out his/her duties.
- B. Assisting the President in administering the business of The Psychology Club and planning club meetings.

Section III. The duties of the Secretary shall be, but not limited to:

- A. Maintaining a record of all club minutes and agendas and communicating them with the club's members via email and the Club's Facebook page.
- B. Maintaining logs of the students attending the regularly scheduled club meetings as well as club sponsored events. The secretary should also maintain an updated and current roster of the Club's membership and contact information.
- C. Compiling a list of club sponsored events and creating a calendar of the events scheduled for each semester.
- D. Notifying members, the advisor, as well as any other interested parties about upcoming club meetings and events at least five days prior to the date on which they are set to take place.

Section IV. The duties of the Treasurer shall be, but not limited to:

- A. The Treasurer shall maintain a record of all club related financial documents. The treasurer shall submit any financial documents to the Executive Board and Student Activities Accountant when required.
- B. The Treasurer is responsible for the oversight and signing of all financial documents.
- C. The Treasurer shall maintain and coordinate any and all business related to club funds.

Section V. The duties of the Public Relations Officer shall be, but not limited to:

- A. The Public Relations Officer is responsible for coordinating and leading development and promotion of all advertisements for club sponsored events.
- B. The Public Relations Officer shall initiate, foster and maintain inter-club relations.
- C. It is the role of public relations to foster awareness and interest in Club sponsored and related activities among the students and faculty at the Loudoun campus.

- D. It is the role of the Public Relations Officer to maintaining a positive image of the Psychology Club to enhance awareness and to promote the Club's public image.

ARTICLE XIII.DUTIES OF THE ADVISOR

Section I. The faculty advisor shall be a member of the Executive Board.

Section II. The duties of the faculty advisor shall be to:

- A. Co-sign all financial documents.
- B. Attend all social activities sponsored by the organization when necessary.
- C. The advisor shall not have any voting privileges in the organization.

ARTICLE XIV.ELECTIONS

Section I. Executive Board Elections shall be held during the first month of the fall semester each academic year.

Section II. Candidates of the election shall meet all requirements provided in Article III of this constitution.

Section III. Candidates running for office shall be members of the Psychology Club during the election and their term in office.

Section IV. Candidates running for office must be in good academic standing holding a GPA of 2.0 or better at the time of their nomination and must maintain an acceptable GPA during their tenure in office.

Section V Until elections are held, the previous President or, if needed, an individual appointed by the Club's Advisor, shall act as Interim President.

ARTICLE XV.FINANCES

Section I. Funds will be used for the operation of The Psychology Club as a direct vote by majority of voting members.

Section II. All finances will be handled in accordance with the policies and procedures of the college as outlined in *the Resource Manual for Student Organizations*.

Section III. In the event that the club receives a loss of recognition; any funds remaining in the organization's campus account shall revert to the Student Activity Fund.