

The Psi Alpha Chapter Application Guidance Information

Overview - The chapter application is a PDF form that can be opened and completed with PDF reader software (download free from Adobe.com). The application form has prompts and data entry areas where you can enter information. The form is easy to use. Listed below are 10 items needed for a complete application. Further on in this guide, you'll find a template set of chapter bylaws that you can copy, modify as needed, and paste into the PDF application form. Further on in this guide, we have provided some suggested narrative to include in item 10, the Administrator Letter of Support.

What to submit to Psi Alpha:

- Application Form - The completed application should be sent as an email attachment to Psi Alpha and emailed to Elizabeth Shabazian at psialphanational@gmail.com.
- Administrator Letter of Support - When you email the application PDF, you'll also need to attach a scanned copy of a letter of support written on school letterhead and signed by your Principal and your Vice-Principal or applicable administrator.
- Charter Application Fee - The one time application fee (item 10 below) should be a check or online payment for \$50 or \$25 for verified Title I schools.

What happens then? The Psi Alpha Executive Director will send your application to Psi Alpha's National Council. Members of the Council will review and approve, or suggest changes for getting approval. Once a majority of the Council approves the application, we will set up your chapter and provide access to the advisor portal on the Psi Alpha website. You'll be able to invite eligible students to join Psi Alpha.

How long does it take to get new chapter approval? Once an application is received, it normally takes no more than 5 business days to acquire the Council's review and approval and to set up a new chapter account.

Ten things needed for your application. As you work on the application, be sure to save your work.

1. **APPLICANT INFORMATION** – We'll need the name, email address, business address, business phone of the person completing the application.
2. **AGREEMENT CHECK OFF** – The applicant must agree to a "commitment of understanding." The expectations for serving as a chapter advisor are listed on the application form.
3. **MINIMUM GPA FOR STUDENT MEMBERSHIP** – This is explained on the application form. Students are required to have an weighted minimum GPA of 3.0 unless a higher GPA is determined by the chapter. Students must also receive a B or higher in at least one Psychology class or receive a 3 or higher in the AP or IB psychology exam.

4. CHAPTER BYLAWS – A chapter bylaw template can be found below. Feel free to adapt these bylaws, then cut and paste them into the text box on the PDF application form.

5. COURSE LIST – We'll need a list of the psychology courses offered by your high school.

6. INSTRUCTOR LIST – You'll need to provide a list of the teachers who instruct psychology at your school or extension program.

7. CURRENTLY ELIGIBLE STUDENTS – You'll need to name two students who currently qualify to join Psi Alpha, their GPA, the psychology courses and grades they earned in them, and the number of units they've completed so far. Psi Alpha's national bylaws require this information for every application. Once your chapter is approved these students, these students and any additional eligible students can be invited to join your new chapter.

8. TITLE I STATUS INFORMATION – If you are applying from a Title I school you are applicable to charter your chapter for only \$25. Please note this in your email when you send your application so we can verify before payment is requested.

9. AN ADMINISTRATOR LETTER OF SUPPORT FOR STARTING A PSI ALPHA CHAPTER – Draft narrative for the administrator letter of support is provided below. Feel free to use it for preparing your letter. The letter should be on school letterhead and signed by your Principal President and Vice Principal or alternative administrator. Then scan it and submit it along with the completed application form.

10. APPLICATION FEE – Once your chapter is approved, you must pay the charter application fee of \$50 or \$25 for Title I Schools online or via a check made payable to **Psi Alpha**. *Checks made out to Psi Beta will be accepted.*

DRAFT CHAPTER BYLAWS YOU CAN ADAPT FOR YOUR CHAPTER

You can copy these, modify them if desired, then paste your bylaws into the text box on the application form. See the application form for additional details.

Article I. Name

The official name of this honor society in psychology, recognized by the (high school name), is the (high school name) Psi Alpha Chapter.

Article II. Purpose

The purposes of this organization are:

- 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 perspective about psychology and for building a sense of community and identity with others in the field.
- D. To enhance leadership skills and encourage research.
- E. To provide greater opportunity for student/faculty interaction outside the classroom.
- F. To benefit the campus and community through programs and services.

Article III. Members

Section 1. All qualifying students enrolled at (high school name) are eligible for membership in the (high school name) Psi Alpha Chapter provided that they meet the following requirements:

- A. Have earned a cumulative GPA of 3.0 or higher
 - B. Have earned a "B" or higher in a psychology course or a 3 or higher in a psychology IB or AP exam.
- C. Have completed at least one psychology course through the high school or high school extension program.
- D. High standards of personal behavior and integrity. *Standards of student conduct history as determined by the chapter can be added here.*
- E. Have received a written invitation to membership from the official chapter.

Section 2. New members shall be registered at the national office annually and inducted in the fall and/ or spring. The chapter may consist of up to five classes of members: active, inactive, faculty, honorary, and alumni members.

- A. Active members are students who have been registered and inducted into membership, have maintained eligibility requirements, have attended at least one Psi Alpha meeting per semester, and are still enrolled at the school. Only active members may vote, hold office, and participate in Psi Alpha's national competitions.
- B. Inactive members are students registered and inducted into membership, who have not maintained their GPA eligibility for Psi Alpha. Inactive members cannot hold office or vote until they are in compliance with Psi Alpha membership and chapter requirements. Inactive members can still attend regular chapter meetings and events.

- C. Alumni members are invited to all regular chapter meetings, programs and activities. They may not vote unless enrolled at the school and reactivated as a chapter member.
- D. Faculty members may register and be inducted the same as student members, but faculty members may not vote or hold office.
- E. Honorary members are nominated by the chapter and approved by the Psi Alpha National Council. Honorary members are individuals who make unusually notable contributions to the chapter. They can be recognized during a special part of a chapter induction ceremony. There is no induction fee for honorary members and they do not become official members of Psi Alpha.

Article IV. Officers

Officers shall be elected by a majority vote of the membership present at the first chapter business meeting in May and installed in the spring induction ceremony. Only active members are eligible to serve. The term of office shall be one year (or one semester). Each outgoing officer shall mentor the incoming officer. If an officer cannot fulfill the duties of office, the officer must resign. The chapter will elect a new officer, except in the case of the president who will be replaced by the vice-president. All officers shall perform duties common to the role of the office. (The Officer section of the online chapter handbook has a list of additional offices and duties that can be adapted for the chapter Bylaws.)

- A. **President** shall plan agendas, preside at all meetings, appoint committees, communicate regularly with the faculty advisor and other officers, and vote in a tie.
- B. **Vice-President** shall take over all duties of the president during the president's absence and serve as Program Chair for the chapter.
- C. **Secretary** shall keep minutes and agendas of all business meetings in a notebook, handle all correspondence approved by the faculty advisor relating to the chapter, and maintain a list of all active members and committees in the notebook.
- D. **Treasurer** shall collect all membership fees and dues, deposit the funds in the chapter (or school) account, keep financial records, disperse funds as directed by the faculty advisor, and submit monthly and annual reports to the chapter.
- E. **Chapter Delegate** shall get the consensus or vote of chapter members at a regular chapter meeting on survey issues or ballots provided to the delegate by the National Council and shall submit the results, as directed. The chapter delegate will also keep in touch with the National Office and alert chapter of any opportunities or changes noted on the Psi Alpha website

Article V. Meetings

- A. The chapter shall hold a regular meeting at least once per month.
 - 1. Active members can vote.
 - 2. The majority vote of active members attending a meeting shall determine the chapter vote for national elections/ballots.
- 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 (and psychology club) members per semester.
- D. The officers shall participate in at least one leadership training workshop following their installation and preceding the first chapter meeting of the school year.

Article VI. Executive Board

The Executive Board shall consist of the elected officers and faculty advisor(s).

Article VII. Finances

A. New members must pay a once-in-a-lifetime, tax deductible, national membership fee of \$12 by the deadline, preceding the induction ceremony. The date of each induction is determined by the chapter.

B. Inductees shall receive an official membership certificate. The Psi Alpha National Office will send these items directly and only to the chapter's primary advisor. The primary advisor has responsibility to distribute the certificates to the student members, including students who are unable to attend the induction ceremony.

C. The chapter shall submit a budget request to the student government annually.

Article VIII. Parliamentary Authority

All rules and regulations established by the national Psi Alpha Chapter, Bylaws and policies, the Student Government Bylaws, and (high school name)'s policies and procedures must be adhered to over and above the local chapter Bylaws. Business meetings shall be conducted by following Robert's Rules of Order.

Article IX. Amendments

These Bylaws may be altered, amended, or repealed by a majority of the active members, following a second reading, so long as the changes are in compliance with the national Psi Alpha Charter, bylaws and policies and the institution's policies and procedures.

END OF BYLAWS

Draft Administrator Support Letter

Feel free to adapt this for the Administrator Letter of Support to be written on school letterhead and signed by your Principal and Vice Principal or applicable administrator.

Date

To Whom it May Concern,

We support establishment of a Psi Alpha honor society chapter at XXXX High School. We understand that having a local chapter will promote professional development of student members by recognizing excellence in academia, leadership, research, and community service. We anticipate that the chapter's activities will provide members with enriching high impact experiential learning opportunities that complement our psychology program and will benefit the students, school, and community.

We also acknowledge that the Psi Alpha National Honor Society is a program of the Psi Beta National Honor Society that is a member in good standing of the Association of College Honor Societies (ACHS).

We are pleased that one or more members of the Psychology faculty wish to step forward and volunteer their time to mentor students by advising a Psi Alpha chapter.

Respectfully,

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