



Psi Alpha International Handbook for Chapters and Advisors

I. The Psi Alpha International Organization	2
History statement	2
Regions	2
Psi Alpha staff roles and contact information	3
II. Running a Psi Alpha Chapter	3
Roles and responsibilities	3
Committees and reports	7
Chapter resources	8
Sample for meeting minutes	9
Sample for news release or announcement	9
Sample for parliamentary procedure	10
Sample for activities and event organization	10
Sample for Induction ceremony	12
Student research	12
Additional chapter resources list with external links	12
Setting Goals	12
III. The Psi Alpha Organization	13
Committees and Hierarchy	14
Psi Alpha Policies	15
Psi Alpha International Bylaws	16
IV. Resources and information for Advisors	22





Letter of understanding _____ [22](#)

Sample Chapter bylaws _____ [23](#)

Advisor transfer document _____ [26](#)

I. The Psi Alpha International Organization

The History of Psi Alpha

Psi Alpha, the national honor society in psychology for high schools was launched in October of 2018 to serve as a program of Psi Beta. Psi Alpha began as long-standing Psi Beta Executive Director Jerry Rudmann’s vision to bring the leadership, enthusiasm, and mentorship in psychology from Psi Beta to the high school level. In collaboration with Dr. Bryan Gerber, Psi Alpha was born. In 2023, Psi Alpha was granted its own 501c(3) and is now it’s own entity separate from Psi Beta, and is proud to serve High school students around the globe.

Benefits of Psi Alpha Membership for Transcripts and Graduation

Psi Alpha offers students the recognition they have earned for their dedication and commitment to psychology and their education. This honor looks impressive on transcripts when applying for jobs or colleges, as our organization is recognized by and is in collaboration with both psychology honor societies at the community college and four year university level: Psi Beta and Psi Chi, respectively.

Psi Alpha recognizes outstanding psychology students and promotes excellence in scholarship, leadership, research and community service. Once a student has earned the honor and been inducted, membership is for life. When a student is committed to excellence and hard work, they may signify their accomplishments at graduation with our honor cords and regalia. This adds an attractive addition to their graduation outfit, and allows them the chance to show off their hard work!

Psi Alpha’s Regions

Eastern: CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT

Midwestern: IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI





Southeastern: AL, FL, GA, KY, MS, MC, SC, TN, VA, WV

Western / Rocky Mountain: AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, WY

Southwestern: AR, LA, NB, OK, TX

PSI ALPHA'S WEBPAGE - <http://psialpha.org>

International Council and Staff

The Psi Alpha International Council consists of:

- National President, President-Elect, and Past-President. Together, these three form the *Executive Committee*. Rounding out the National Council are *five regional Vice-Presidents*. The regions are the Western/Rocky Mountain, Eastern, Midwestern, South Eastern, and South Western

The Psi Alpha International Staff consists of:

- Executive Director, Financial Officer, Director of Operations, and the Director of Chapter Relations. All staff members are part-time employees.

Executive Director: Bryan Gerber

Email: executivedirector@psialpha.org

Director of Operations: Kristen Mitzel

Email: directorofoperations@psialpha.org

Director of Chapter Relations: Jacquelyn Hamby

Email: chapterrelations@psialpha.org

The current Psi Alpha National Council and Staff can be found at this link to the Psi Alpha website <http://psiAlpha.org/site/about/staff>

II. The Psi Alpha Chapter

Chapter Roles, Officers and Designated Responsibilities

Note: A chapter can adapt any of the following administrative structures to best meet the chapter's needs, with the exception of the chapter advisor role. Duties may be combined for some positions or chapters may establish and elect additional officers or committee chairs as needed to perform various functions.





The Chapter Advisor

Responsibilities:

- Identify and certify qualifications of student candidates for membership.
- Induct new members at least once per school year. Aid in the registration of the new members online with the International office.
- Provide leadership training for officers. Guide the chapter officers in planning and implementing goals and projects/activities.
- Follow the school calendar to determine how the chapter can participate in scheduled activities.
- Schedule and hold regular meetings.
- Schedule all induction ceremonies.
- Maintain contact with Psi Alpha staff.
- Encourage community service and oversee all chapter activities.
- Encourage member attendance at meetings.
- Stimulate participation in projects.
- Motivate students to pursue psychology and to excel academically.
- Publicize Psi Alpha's national competitions and awards (display posters) and encourage members to submit projects and papers written in APA style.
- Submit activities and accomplishments to Psi Alpha staff for recognition and publication in the newsletter.
- Abide by the Psi Alpha bylaws and policies and the APA Code of Ethics.

PRESIDENT

- Plans agendas for chapter meetings.
- Conducts meetings using parliamentary procedure.
- Communicates with and assists the Psi Alpha faculty advisor regularly.
- Appoints committees, assigns tasks, and follows up.
- Votes in a tie.
- Ensures that each meeting has an agenda and the agenda is followed.
- Ensures that the secretary takes notes during meetings and prepares and distributes meeting minutes to document and communicate all chapter business.
- Prepares a meeting agenda in advance and has copies available to all members. Uses the agenda, the fixed order of business, as a structure for setting the atmosphere for business.
- Begins meetings on time and follows the agenda. Enforces the rules of parliamentary procedure consistently and firmly.
- Is fair and courteous to all.
- Represents Psi Alpha at Student Government meetings.
- Completes any reports necessary for Psi Alpha to maintain recognition by the SGA or





Student Activities Office.

- Lobbies for funds for Psi Alpha from SGA or Student Activities Funds. Examples of funding needs include:
- Refreshments and supplies for chapter events.
- Thank-you cards, or small gifts for guest speakers.
- Scholarships to Psi Alpha members.
- Funds to attend a regional or national psychology conference.

VICE-PRESIDENT

- Conducts meetings in the president's absence.
- Keep the membership file updated.
- Serves as Program Chair—Chairs one Program Committee or oversees committees appointed for each type of program or event.
- Works with committee members to obtain speakers and meeting facilities.
- Introduces speakers.
- Registers all events on the school calendar.
- Notifies Publicity Chair of all relevant information in ample time for publicity

SECRETARY

- Records and reads minutes at meetings.
- Handles correspondence for chapter, including thank you notes to speakers.
- Takes roll at meetings.
- Keeps a roster of email addresses of all members.
- Emails announcements to members on a regular basis
- Keeps list of all committees and reports
- Keeps agendas, minutes, roll of members for next secretary.

**Minutes are the official record of all business committed at a business meeting. They should follow the order of the agenda and include all motions seconded, whether adopted or rejected. When the secretary reads the minutes at the following meeting, the members will vote approval as they stand or will make motions to amend them first. Amendments should be recorded. It is helpful for the secretary to keep the minutes with committee lists, committee reports, attendance records, and the agendas for each meeting.*

TREASURER

- Keeps financial records of expenditures and receipts.
- Collects chapter dues (if chapter decides to require them).
- Makes deposits in a chapter or school account according to school policy.
- Requests funds with advisor approval.





- Balances chapter checkbook regularly, including reconciling with the bank statement or regularly verifies Psi Alpha's funds in the school account.
- Reports financial status (income, expenses, balance) at business meetings.
- Keeps a record to hand to the next treasurer (includes financial transactions, income and expenditures reports, receipts, copies of order forms and registration forms sent to the International office, budgets of past and present years).
- If the chapter has a bank account, take the incoming treasurer to the bank to sign the card.
- Notifies members when the chapter needs additional funds for events.
- Completes on time any forms required by school for clubs with funds.
-

HISTORIAN

- Keeps a scrapbook or PowerPoint of pictures, news media articles, printed programs, chapter newsletter, posters, etc.
- Takes pictures at Psi Alpha events (may share photos with Chapter Delegate)
- Displays scrapbook at regular meetings, induction ceremonies, club fairs, etc.

CHAPTER DELEGATE

- Must be an active student member of Psi Alpha.
- Can act as Social Media Manager.
- Serves as a liaison between the chapter and the advisor.
- Aids in dispersing any Psi Alpha newsletters or other media to chapter members
- Presents all National Office surveys and votes to the chapter and reports votes back to the International office within deadlines.
- Communicates with other chapter delegates to identify and share chapter strengthening strategies and events
- Publicizes Psi Alpha meetings, events, announcements, award deadlines.
- Sends announcements to the school newspaper or other school-related publications
- Arranges with school for news media coverage of special programs/events.
- Keeps the Dean of Student Activities informed about Psi Alpha activities.
- Keeps record of all announcements and news releases in chronological order.

Honorary Member Criteria **Honorary Member of a Psi Alpha Chapter**

- The individual must be nominated by a chapter.
- The candidate's name, credentials, and qualifications must be submitted as a nomination to the National Council.
- The person should be a known scholar or an exemplary supporter of psychology and the Psi Alpha chapter.





- Honorary member distinction is not open to students, current or former active Psi Alpha members.
- There is no registration fee
- It is acceptable to induct an honorary member as part of a regular candlelight induction ceremony.
- The honorary member may wear Psi Alpha insignia.
- The honorary member's name is not placed in the lifetime membership database.

COMMITTEES

Each committee should consist of one or more persons (preferably three members total) appointed by the president, if stated in the bylaws, or as prescribed by the active members through a motion.

TYPES OF COMMITTEES

- Executive Committee – Officers (i.e., President, Vice-President, Secretary, Treasurer, and Chapter Delegate)
- Standing Committee - For a certain period of time, or permanent. Members change as the membership changes (e.g., Nominating, Program, Fundraising, Membership, Community Service, Research)
- Special Committee (also known as a Task Force) - Given special charge and ceases to exist when task is completed (i.e., Revising Bylaws, Establishing Criteria for Chapter Scholarship)

COMMITTEE MEETINGS

- Quorum = majority (over 50% present)
- Resolutions/proposals, based on majority approval, to be presented to members at regular business meetings
- The chair or secretary keeps a brief memorandum on the nature of minutes for the use of the committee
- Chair may make and debate motions

TYPES OF COMMITTEE REPORTS:

- Informational (Summary of report is presented to membership at a regular chapter meetings)
- Proposal with a resolution or proposal - Requires a motion by the person presenting the report, usually the committee chair, to adopt/accept/agree to the report/resolution/proposal. All three terms indicate adopting the whole report including the proposal(s). The motion must be considered, or postponed, and can be





amended by the membership before the vote takes place.

- o Example: "The Finance Committee recommends that each Psi Alpha member be required to pay \$10 annual dues to the chapter by October 1st of each year."

FORM OF COMMITTEE REPORTS

- Written, and in third person
- States name of committee
- "The ___ Committee submits the following (informational or recommending) report (or proposal)."
- Signed by all concurring members or the chair.

Resources for Chapters

Sample Format for Psi Alpha Meeting Minutes

- Type of meeting
- Date, Time started,
- Location
- Presiding Officer
- Persons present and absent (can attach list)
- Approval of previous minutes and any amendments
- Important facts from officers' reports
- Committee reports (can attach)
 - o Motions and the results.
- Summary of any other actions
 - I. (Or can list agenda items and actions.)
 - II...
- Time meeting adjourned
- Date, Time, and Location of next meeting
 - *Signed by the Secretary*

EXAMPLE STRUCTURE OF A NEWS RELEASE OR ANNOUNCEMENT

- Date of release:
- Advisor:





School Psi Alpha Chapter:

- Faculty Advisor:
- Contact Information: school address, phone number
- Title of event (speaker, film, induction ceremony, community service project, etc.)
- Date of event:
- Time:
- Location:
- Factual information about event:

SAMPLE PSI ALPHA CHAPTER MEETING AGENDA

Date, time and location of meeting.

- I. Call to order (beginning time)
- II. Roll call (or a sign in sheet to record all members present)
- III. Reading and approval of the minutes of last meeting
- IV. Officers’ reports (Treasurer, Vice-President, etc.)
- V. Committee reports (list committee and chairperson)
- VI. Old business or unfinished business (Itemized)
- VII. New Business (itemized)
- VIII. Announcements
- IX. Adjournment (expected time to end)

NOTE: The meeting agenda can serve as a template for preparing the meeting minutes. The chapter secretary should take notes during the meeting and place the notes beneath the appropriate headings on the agenda outline. Change the word “Agenda” on the heading to “Minutes.” Proofread the minutes for spelling and grammar errors, then post them and/or distribute them to the members. Every Psi Alpha meeting should have an agenda and minutes to document and make public the chapter’s business.

PARLIAMENTARY PROCEDURE

A Primer for Conducting Chapter Meetings

The President	Presides at the business meetings. Follows an agenda. Calls for motions and “recognizes” who may speak. Votes in a tie.
A Quorum	Determined by the bylaws. This quorum is the number or percent of active Psi Alpha members who must be present in order to conduct business legally. The chapter





	bylaws should specify the largest number that could attend the meeting if all the current members came. To have a quorum, a simple majority of the entire chapter membership must be present. Once the quorum is present, the meeting is called to order and business may be conducted (votes may be counted), even if someone leaves during the meeting. Although much discussion of a regular meeting can take place, no decisive action may be taken if a quorum is not present.
Motions	<p>A proposal made by a member on the issue being discussed.</p> <p>A member makes a motion by addressing the presiding officer (Mr. or Madam President), "I move that we take a stand on/or take action on . . ."</p> <p>The statement should be clear and concise.</p> <p>The presiding officer cannot make a motion, but may call for a motion to be made.</p> <p>After the motion has been made, the presiding officer can ask the person making the motion to write it for the secretary.</p> <p>The presiding officer calls for a second to the motion.</p> <p>The presiding officer restates the motion, "It is moved and seconded that we . . ."</p> <p>The presiding officer calls for discussion/debate on the motion.</p> <p>Discussion is directed to the presiding officer.</p> <p>After some discussion (may set a time limit), the presiding officer asks, "Are you ready for the question?"</p> <p>A vote is taken, if there is no further discussion.</p> <p>The secretary should record the motion and the vote in the minutes.</p>
Votes	May be cast by voice (yes or no), show of hands, roll call, or ballot
Majority	A majority is more than one half of the members voting. A majority is the usual number of votes required to pass most motions. A quorum must be present in order for a vote to be taken.
Amended Motions	A member may propose a change to a motion on the table -- "I move to amend the motion . . ." -- as long as the change is editorial or related to the original subject. The amendment must be seconded and approved by a majority vote.
Tabled Motions	Motions may be tabled which means the issue will be discussed and voted on at a later date -- "I move to postpone . . . until . . ."

Sample Program/Activity organization

Program Title

- Committee, committee chair, and sponsor in charge of event
 - Date of event
 - Time of event
 - Location of event
 - Parking
 - Description of the event





Organizer Checklist:

1. Reserve room(s)
2. Room setup
3. Anticipated attendance
4. Speakers needed
5. Refreshments needed
6. Equipment needed
7. Materials needed
8. Transportation needed
9. Total cost and funding methods
10. Paperwork to be filed with administration
11. Members to set up
12. Members to clean up
13. Invitations to be sent
14. Date publicity to begin
15. Thank you notes to be sent

Task Delegation sheet:

Task	Person in Charge	Deadline	Date Completed

**SAMPLE INDUCTION CEREMONY
INVITATION**

*Psi Alpha : The International Honor Society in
Psychology*

cordially invites you

to the Induction Ceremony of

(name of school)

Psi Alpha Chapter Candidates (date and time)





(place)

*Please R.S.V.P. by (date)
(phone number or email)*

Ceremony Template

[Ceremonies Document](#)

Student Research

Psi Alpha is committed to supporting and encouraging student involvement in research. We offer research opportunities sporadically and encourage students and chapters to conduct their own research, get involved in opportunities at local universities, and participate in Psi Beta and Psi Chi student research opportunities if available.

Some ideas for high school student research participation are as follows:

1. Contact local universities to see if they have any offerings for students to join!
2. Hold your own research day at your school, and encourage the whole school to participate!
3. Regularly check the Research tab on the Psi Alpha homepage to find opportunities as they arise. [Research Page - Psi Alpha](#)

Extra Resources:

[Model for Career Day](#)

GOALS

For officers:

Effective leadership is vital to each Psi Alpha Chapter. Officers learn many skills necessary to conduct business, communicate effectively, and solve problems through the leadership position. Leadership skills prove to be helpful both in Psi Alpha as well as in school and community life. As leaders, the officers interact with and influence the group and the direction of the organization. An officer should develop his or her own style for working with others, and should involve all Psi Alpha members! In order to be effective, officers need to set





goals on behalf of the chapter as a whole.

Setting Goals - Goals provide direction and help to plan and organize for the semester/quarter and years ahead. Goals should be established by the officers with input from the active members and advisors at the beginning of the year. Goals should be:

- achievable
- realistic
- specific
- measurable
- desirable
- have a completion deadline

Goal Setting Suggestions for All Members

- Study the Psi Alpha bylaws, this handbook, and past chapter minutes.
- Meet with the faculty advisor regularly and receive approval for all plans and actions.
- Assist the Chapter President in planning business meeting agendas.
- Plan activities for the year and involve members to make arrangements.
- Attend all Psi Alpha functions.
- Evaluate success of projects, after completion.
- Promote interest in psychology and Psi Alpha.
- Encourage participation in community service and International awards.
- Conduct a membership drive.
- Preserve membership records.
- Involve all members in committee work.
- Ensure that your chapter participates in national activities and surveys.
- Consider nominating your chapter and faculty advisor for national awards.

ORGANIZATION OF PSI ALPHA

I. CHAPTERS

- Administered by faculty advisors and student officers.
- Each active chapter has one vote in elections. The Chapter Delegate registers the chapter vote by ballot.
- Constitution, Bylaws, and policies of chapters must be compatible with the national Charter, Bylaws, and policies and with the institution's policies and procedures.
- The chapter is coordinated by:
- Faculty Advisor(s), Student Officers (Executive Council or Committee), Members, Committees (e.g., screening, steering).





- Reports to the International Office.
- Faculty Advisors appointed as State Liaisons touch base with chapters and two-year schools in state and report to regional vice-presidents

II. International OFFICE

- Policies are implemented and finances are managed by the executive director.
- Director of operations edits newsletter and works with other organizations
- Executive director works with the Distribution Center fulfillment responsibilities, Webmaster and Director of Chapter Relations.
- Director of chapter relations oversees chapter duties, forms and documents, inductions, payments, and attends to advisor and student concerns.
- Reports to the International Council.

III. International COUNCIL

- Establishes policies and goals of Psi Alpha.
- The International Council is composed of the following:
- *President-Elect*—Nominated from eligible former and present vice-presidents by the Nominating Committee and elected bi-annually by the chapters in the spring for a two-year term followed by two years as president and two years as past-president.
- *President*—Two-year term following term as president-elect.
- *Past-President*—Two-year term following term as president.
- *Regional Vice-President*—One from each of the five regions nominated and elected by the chapters in his/her region for a two-year term. Nominations in January, elections by April.
- Odd year elections: Midwestern, Southeastern
- Even year elections: Eastern, Southwestern, Western/Rocky Mountain
- *Executive Director*—Appointed by the International Council.
- Reports to the chapters.

IV. AFFILIATIONS -

- Psi Beta

V. ALLIANCES

- Committee on Associate and Bachelor Education (CABE) and the APA Education Directorate
- Division Two of APA/Society for the Teaching of Psychology (STP)
- Psi Chi
- TOPS
- Psychology Partnerships Program (P3) and School Teachers of Undergraduate Psychology (CTUP)

MEMBERSHIP

- Association of School Honor Societies (ACHS)





PSI ALPHA POLICIES

- Only registered members may order and wear the Psi Alpha insignia.
- Courses required to meet qualifications for membership in Psi Alpha include courses offered by the department(s) which sponsor(s) the local Psi Alpha chapter and are part of the psychology department's curriculum. These courses must be transferable to a four-year institution.
- The Psi Alpha official colors are red and gold. Red represents passion and gold represents honor and resilience.
- The council shall hold an annual meeting for reporting International election and award results and the International finances at the time and place of the APA national convention.
- It is Psi Alpha's policy not to possess, sell, use and/or consume alcoholic beverages or any illegal drugs or controlled substances at any chapter sponsored or endorsed event.
- No chapter may conduct activities that create embarrassment, harassment, or ridicule, nor any other activities which are not consistent with the regulations and policies of the educational institution.
- Psi Alpha chapters that have been consistently active for 15 consecutive years shall be recognized and inducted into the Psi Alpha Hall of Fame.

- The Psi Alpha charter fee shall be \$50 and \$25 for verified Title I schools.
- The Psi Alpha lifetime membership registration fee shall be \$25, which includes an official Psi Alpha membership certificate.
- The Presidents Circle, composed of all former Psi Alpha International presidents, is available to serve as an advisory board to the Psi Alpha International Council.
- Psi Alpha approved a revised Privacy of Information Policy to be enforced and available to students and faculty registering for membership.

BYLAWS OF PSI ALPHA INTERNATIONAL.

ARTICLE I. NAME

The name of the Subsidiary Corporation is Psi Alpha.

ARTICLE II. PURPOSES

The purposes of this Subsidiary Corporation (hereafter referred to as Corporation) shall be as provided in its Charter and shall be organized on a membership basis. The aims of this Corporation are to be carried out under the umbrella of Psi Beta, through any and all lawful activities, including others not specifically stated in the Charter but incidental to the stated aims and purposes, both directly and through contributions to any other corporation, trust, fund or foundation whose purposes are religious, charitable, scientific or educational, provided that any such activity or contribution shall





conform to any applicable restrictions or limitations set forth in the Corporation's Charter or which are imposed on a corporation described in section 501(c)(3) of the Internal Revenue Code and the regulations thereunder, or on any corporation to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code and to the final regulations thereunder. References to sections of the Internal Revenue Code include those provisions as currently enacted or as they may be amended, or corresponding provisions in any future Internal Revenue Act, and to final regulations promulgated pursuant to such provisions.

ARTICLE III. MEMBERSHIP

The members of the Corporations within the meaning of section 48-601 of the Tennessee General Corporation Act shall be the Chapters (established pursuant to Article VIII). Each chapter shall have one vote in all cases in which a vote of the membership is required. The vote of a chapter shall be determined by a majority vote of all active members (defined in Article IX) of a chapter who are present at a duly called meeting of the chapter. The ballot of a chapter shall be executed and certified by an officer of the chapter and delivered to the secretary of the International Council within the time required by the resolution of the International Council.

ARTICLE IV. INTERNATIONAL COUNCIL

- 4.1 **General Power.** The business and affairs of the Corporation shall be managed by a Board of Directors known as the "International Council." The duties of the International Council shall include:
- a. Developing policy;
 - b. Member liaison;
 - c. Evaluating applications and admitting chapters;
 - d. Determining financial policy and overseeing all Psi Beta assets.
 - e. Keeping the membership informed.

ARTICLE IV. INTERNATIONAL COUNCIL

- 4.1 **General Power.** The business and affairs of the Corporation shall be overseen by Psi Alpha's "International Council." The duties of the Psi Alpha International Council shall include:
- a. Developing policy;
 - b. Member liaison;
 - c. Evaluating applications and admitting chapters;
 - d. Complying with Psi Beta's financial policies and overseeing all Psi Alpha assets.
 - e. Keeping the membership informed.

4.2 **International Council Members of the International Council, except for the Executive Director, must be active student or faculty advisor members of Psi Alpha. The International Council is composed of the president, president-elect, past-president, regional vice-presidents and Executive Director. Members of the International Council must be at least eighteen (18) years of age, but need not be residents of Tennessee.**

4.3 **International Council Members of the International Council, except for the Executive Director, must be active student or faculty advisor members of Psi Alpha. The International Council is composed of the president, president-elect, past-president, regional vice-presidents and Executive Director. Members of the International Council must be at least eighteen (18) years of age, but need not be residents of Tennessee.**

4.4 **Presiding Officer.** The president shall preside over meetings of the International Council and shall not vote, except to break a tie vote. The president-elect shall preside in the president's absence.

4.4 **Vacancies in Board.** A vacancy occurring in the International Council for any reason need not be filled unless the remaining International Council members are fewer in number





than that required by law; any vacancy may be filled by vote of a majority of the International Council members then in office or by the chapters, at the discretion of the International Council. The International Council member so chosen shall serve the remainder of the term. If the office of the president should become vacant, the president-elect shall fill the vacancy. At that time the Nominating Committee will hold a new election to fill the office of president-elect.

4.5 Resignation. Any International Council member may resign at any time by giving written notice to the president, the secretary, or the International Council. Such resignation shall take effect at the time specified therein, or, if no time is specified, at a time determined by the International Council.

4.6 Removal. Any Council member may be removed with or without cause by a two-thirds (2/3) vote of the International Council whenever, in the sole opinion of a majority of the voting members of the International Council, the best interests of the Corporation will be served by such removal.

4.7 Committees.

A. Executive Committee. The executive committee shall consist of the president, the president-elect, and the immediate past-president. The Executive Director shall be an ex-officio member without vote. The committee shall have general supervision of the society between meetings of the International Council, shall administer the policies, programs, and activities of the society as formulated by the International Council, and is vested with full power to conduct all business of the society between meetings of the International Council.

B. Standing and Special Committees. The International Council may establish standing and special committees. Committees shall have at least three members, and committee members need not be members of the International Council. Committee chairs and members shall be appointed by the president with the approval of the International Council, with the exception of the nominating committee, which shall be elected by the Council.

4.8 Annual Reports. Each officer shall file an annual report with the Executive Director no later than July 31 in a form prescribed by the Executive Director. All reports shall be presented to the International Council at the annual business meeting. Failure to file the annual report by July 31 may result in removal from the International Council.

ARTICLE V. INTERNATIONAL COUNCIL MEETINGS

5.1 Meetings of the Council and Committees. The Council shall hold an annual meeting each year at a time and place designated by the International Council. At the meeting the election results shall be announced and new officers installed. A report of International finances covering the period for the immediately preceding year shall be presented. By resolution, the Council may establish a date or dates on which regular meetings of the Council or of any committee shall be held between annual meetings. A committee of the Council may meet on the dates so established or, if none, on the date set at its previous meeting or when earlier called by the president, the Executive Director, or by a majority of the committee members. Special meetings of the Council may be called at any time by the president, the Executive Director, or a majority of the Council.

5.2 Place of Meetings. Meetings of the Council shall be held at such time and location, either within or without the State of Tennessee, as the Council may designate.

5.3 Notice Requirements. Written notice by any usual means of communication setting forth the place and day and hour of the meeting of annual and other regular meetings and of any special meetings, shall be given to each Council member at least five (5) days before the meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting need be specified in the notice or any waiver of notice.





- 5.4 Waiver of Notice. Attendance by a Council member at a meeting shall constitute a waiver of notice of the meeting, except where a Council member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Whenever the Council or any committee of the Council is authorized to take any action after notice to any person or persons, or the lapse of a prescribed period of time, the action may be taken without such requirements if at any time before or after the action is completed the person or persons entitled to such notice or entitled to participate in the action to be taken submit a signed waiver of such requirement.
- 5.5 Quorum. At all meetings of the Council, fifty (50) percent of the number of Council members then in office shall constitute a quorum for the transaction of business. The presence of a majority of the membership of a committee of the Council shall be required for the transaction of business. When a quorum is once present to organize a meeting it is not broken by the subsequent withdrawal of any of those present. A meeting may be adjourned despite the absence of a quorum. Notice of an adjourned meeting need not be given if the time and place to which the meeting is adjourned are announced at the meeting at which the adjournment is taken.
- 5.6 Voting. The vote of a majority of the members present at a meeting at which a quorum is present shall be required for all questions decided by the International Council, except as otherwise specified in these bylaws.
- 5.7 Presumption of Assent. A Council member who is present at a meeting of the International Council, or any committee thereof, shall be presumed to have concurred in any action taken at the meeting, unless that member's dissent to such action shall be entered in the minutes of the meeting or unless that member shall submit a written dissent to the person acting as secretary of the meeting before the adjournment of the meeting or shall deliver or send such by registered or certified mail to the secretary no later than three business days after the adjournment of the meeting. Such right to dissent shall not apply to a Council member who voted in favor of such action. A Council member who is absent from a meeting of the Council, or any committee thereof, at which such action is taken shall be presumed to have concurred in the action unless that member shall deliver or send by registered or certified mail a dissent to such action of the secretary or shall cause such dissent to be filed with the minutes of the proceedings of the Council or committee within 14 calendar days after the minutes are mailed.
- 5.8 Action by Consent. The International Council may take any action which it is required or permitted to take without a meeting on written consent of the Council members, which includes signature by facsimile, setting forth the action so taken and signed by all the Council members. Consensus and approval may be given by council members via email and electronic ballots. Such actions should be summarized in annual reports and the minutes.
- 5.9 Telephone Meeting Allowed. Participation by members of the Council or any committee designated by the Council in any telephone meeting of the Council or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other shall be permitted. Participation in such a meeting pursuant to this section 5.9 shall constitute presence in person at such meeting. The Council members shall be promptly furnished with a copy of the minutes of any Council meeting held under this section.

ARTICLE VI. COMPENSATION OF INTERNATIONAL COUNCIL MEMBERS

International Council members/officers shall not receive any compensation for their services as International Council members/officers, except for the Executive Director, but the Council may, by written resolution, authorize reimbursement of expenses incurred in the performance of their duties.





The Council shall determine the compensation to be paid to the Executive Director, which shall be only for actual service rendered. Any authorization for reimbursement of expenses may prescribe the procedure for approval and payment of such expenses by designated officers of the corporation. Nothing herein shall preclude a International Council member/officer from serving the corporation, with prior approval of the Council, in any other capacity and receiving compensation for such services. The corporation shall make no loans of money or property to any member of the International Council.

ARTICLE VII. OFFICERS

- 7.1 Titles of Officers. The Corporation shall have a president, past-president, president-elect, a secretary-treasurer who shall also serve as Executive Director, and a vice-president for each region of the International organization. One person may be elected to more than one office, except that the offices of president and secretary-treasurer may not be held by the same person.
- 7.2 Election. Each region of the International organization shall select, by vote of the chapters in that region, a regional vice-president. The president-elect shall be nominated by the Nominating Committee and elected by the chapters. To be eligible for nomination and election to the office of president-elect, a candidate must have served as vice-president and have attended at least one International Council annual meeting while serving as vice-president. A majority vote of those chapters returning ballots by a date clearly specified on the mail ballot shall determine the election results. The secretary-treasurer (Executive Director) shall be appointed by the International Council.
- 7.3 Term of Office. The International President shall be elected in a six (6) year cycle that includes serving a two (2) year term as President-Elect, two (2) years as International President, and two (2) years as Past-President. A President may serve only one (1) six-year (2 years as President-Elect, 2 years as President, 2 years as Past-President) term within any fifteen (15) year period. The term of office of the regional Vice-President is two (2) years. A Vice-President is eligible to serve a consecutive two (2) year term if she/he chooses, but may not serve more than two (2) two-year terms within any ten (10) year period. Each officer shall hold office until the expiration of the term to which elected or thereafter until a successor has been elected or appointed and qualified.
- 7.4 Nominating Committee. At the annual meeting of the International Council, a nominating committee of three shall be elected by the Council. It shall be the responsibility of this committee to nominate at least one candidate for each office and committee vacancy to be filled. A member of the Nominating Committee may not be nominated for any office or committee vacancy without resigning as a member of the Nominating Committee.
- 7.5 Duties. All officers as between themselves and the Corporation shall have such authority and perform such duties in the management of the Corporation, in addition to those described in these Bylaws, as usually appertain to such officers of corporations not for profit, except as may be otherwise prescribed by the Council.

ARTICLE VIII. CHAPTERS

- 8.1 Chapters. A chapter may be established at a public or private secondary school which grants high school diplomas.
- 8.2 Establishment. An application for a charter shall be made to the Executive Director by the petitioning group of psychology students and their faculty advisor(s) at the high school and shall consist of:
 - a. Name and address of the school.
 - b. Validation of the institution's accreditation as noted by a signature from the principal.
 - c. Supporting signature of a school administrator.





- d. A Letter of Understanding signed by the faculty advisor(s).
 - e. Chapter bylaws. (Chapter applicants will be provided a bylaw template to adapt.)
 - f. A list of psychology courses offered.
 - g. For each student of the petitioning group, a list of the psychology courses taken and grades received and the psychology courses in which the student is currently enrolled. Alumni, who would have qualified for Psi Alpha while enrolled, may join as charter members.
 - h. A list of current faculty teaching psychology, their degrees, specialization, when and where obtained.
 - i. A payment of the one-time charter fee of \$50 or \$25 for verified Title I schools.
- 8.3 Approval. The application for a charter shall be approved upon an affirmative vote in writing by the International Council.
- 8.4 Installation. The installation officer of a new chapter shall be chosen by that chapter and approved by the Executive Director. The expenses incidental to the installation shall be paid by the chapter.
 - 8.5 Charter. Upon the approval of a petition by the International Council, the Executive Director will issue a charter to the chapter to be retained by the chapter advisor.
 - 8.6 Active Chapters. Active chapters shall be those which have been granted a charter, which abide by the Bylaws and policies of Psi Alpha, which hold elections to membership at least annually, except in International emergencies, which include active student members, and which file an annual report to the Executive Director on or before June 30 of each year.
 - 8.7 Chapter Officers. Each chapter shall elect its own officers from among its active members in accordance with normal rules of parliamentary procedure. The officers shall include a president, a vice-president, and as many others as desired by the chapter to carry out the usual functions of chapter officers it so desires.
 - 8.8 Faculty Advisor. Each chapter shall have at least one (1) faculty advisor who is chosen from the local institution's faculty in a manner to be prescribed by the chapter and school faculty, and approved by the district or school administration. The faculty advisor(s) shall be responsible for the guidance of the local chapter. The faculty advisor(s) shall have a responsibility to the psychology department, the school, and the International office for maintaining the Psi Alpha chapter. The faculty advisor must be a registered member of Psi Alpha.
 - 8.9 Chapter Bylaws. Each chapter shall prepare a set of Chapter Bylaws stating such rules as are needed for conducting the business of the chapter. The International Bylaws shall take precedence over Chapter Bylaws, and no provision in the Bylaws of any chapter shall be contrary to the International Bylaws.
 - 8.10 Inactive Chapters. Inactive chapters are those in which no members have been added during a two (2) year period. Any chapter which has added no members for a period of five (5) years may be dropped from the listing of active and inactive chapters. Inactive chapters may not nominate or vote in International elections. An inactive chapter may reactivate by registering new members with the International office.

ARTICLE IX. MEMBERSHIP IN CHAPTERS

- 9.1 Types of Members.
 - a. Active. An active member is a student who is enrolled in a high school with a Psi Alpha chapter, who has received a written invitation to membership from an official chapter and maintained the chapter qualifications, whose International registration fee has been paid and registration information filed with the International office, and who has been inducted into Psi Alpha.





- b. Alumni. An alumnus member is a former active member who has terminated active membership in good standing, because the student is no longer enrolled in a high school with a Psi Alpha chapter. Alumni members do not vote or hold office, but may attend chapter meetings and functions by invitation from the Psi Alpha chapter. By re-enrolling in the school, however, an alumnus may resume active status.
 - c. Honorary. A person may be nominated by a chapter or by the International Council for honorary status because of outstanding contributions to psychology and Psi Alpha. The name and qualifications shall be submitted to the International Council for approval by a majority vote of the Council and an invitation. Honorary membership is not open to students or Psi Alpha active or alumni members. Honorary members may wear the Psi Alpha insignia.
 - 1. International honorary member. Must be known Internationally or interInternationally as an outstanding psychologist or scholar who has contributed to psychology and Psi Alpha.
 - 2. Chapter honorary member. Must be known as a scholar and a supporter of Psi Alpha or is an earnestly interested supporter of psychology and Psi Alpha. After approval by the International Council, the chapter shall register and induct the honorary member and pay the membership fee.
 - d. Faculty members. Faculty members of the department(s) sponsoring the Psi Beta chapter who are presently teaching a psychology course at their school.
 - e. Inactive. A student member whose GPA has fallen below the eligibility requirement may not vote or hold office until the student's grades are brought into compliance with the chapter's eligibility requirements.
- 9.2 Eligibility.
- a. Minimum qualifications for student membership are:
 - 1. Enrollment at a high school with a Psi Alpha chapter.
 - 2. An overall Grade Point Average of 3.0 GPA or higher
 - 3. Completion of a high school or college psychology class with a B or higher, or 3 or higher in IB or AP coursework.
 - 4. High standards of personal behavior and integrity may be considered with objective criteria as the chapter deems relevant or appropriate.
 - 5. Demonstrates a genuine interest in psychology as determined by the chapter.
 - 6. Election approved by the faculty advisor.
 - b. The local chapter may establish higher scholastic requirements than those listed in this Article.
- 9.3 Cancellation. Membership obtained on the basis of false information may be voided at any time by the International Council.
- 9.4 Enrollment of Members.
- a. Procedure for induction of members shall be:
 - 1. Each prospective member shall receive a written invitation to membership from the chapter, shall complete registration information, and submit the registration fee of \$12 for lifetime Psi Alpha membership
 - 2. One payment from the chapter or school to cover all registration fees for the induction shall be paid to Psi Alpha, or submit payments individually through Psi Alpha's online registration system.
 - 3. An official membership certificate in the name of each new member shall be forwarded to the chapter for proper distribution.
 - b. A copy of the induction ceremony provided by the International organization, or a revision approved by the faculty advisor, shall be used by the chapter to induct members into Psi Alpha.





- c. Membership shall be complete when the registration information has been filed at the International office, the International registration fee has been paid, the induction ceremony has been completed, and the membership certificate issued.
- d. A chapter may admit to active status a member from another Psi Alpha chapter upon the presentation of satisfactory credentials.

ARTICLE X. MISCELLANEOUS

- 10.1 Seal. The Corporation may have a corporate seal which may be altered at pleasure, but the presence or absence of such seal on any instrument, or its addition thereto, shall not affect its character or validity or legal effect in any respect.
- 10.2 Indemnification. The Corporation shall indemnify all International Council members, including ex-officio members, in accordance with Section 48-58-501, et seq of the Tennessee Code Annotated.
- 10.3 Principal Office. The principal office of the Corporation in the State of Tennessee shall be located at any such place as shall be lawfully designated by the International Council. The Corporation may have such other offices, either within or without the State of Tennessee, as the International Council may designate or as the affairs of the Corporation may require from time to time.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII. AMENDMENT

These Bylaws may be amended or repealed, and new Bylaws may be adopted, by the chapters. An amendment approved by the International Council by a two-thirds vote may be submitted to the active chapters by mail to be acted upon at a regular or special meeting of each chapter. Adoption shall be by a two-thirds vote of those chapters returning ballots by a date clearly specified on the mail ballot. The resulting Bylaws may contain any provision for the regulation and management of business of the Corporation not inconsistent with law and the Charter. Any amendment of the Charter inconsistent with these Bylaws shall operate to amend the Bylaws pro tanto, and those Bylaws or parts of Bylaws which merely summarize or restate the provisions of the Charter or the provisions of the Tennessee General Corporation Act or other law applicable to the Corporation shall be operative with respect to the Corporation only so far as they are descriptive of existing law and of the Charter as amended.

Bylaw change history -

- 1. *Bylaws were approved via Psi Alpha first National Council - August, 25, 2018.*

Important Resources and Information for Advisors

Letter of Understanding for Advisors





As a Psi Alpha Advisor, I understand and agree to the following guidelines:

- I shall abide by the International Psi Alpha Bylaws and policies and the APA Ethical Principles of Psychologists and Code of Conduct.
- I shall identify, invite and register eligible students as Psi Alpha members at least once a year.
- I shall inform officers of duties, provide them with the *Officers* section of the Psi Alpha handbook and work with them to develop leadership skills.
- I, or a chapter officer (e.g., the Chapter Delegate), will report chapter activities to the International office every year.
- I shall notify chapter officers when I receive ballots for International Council elections.
- I shall inform Psi Alpha members of announcements from the International office, such as deadlines for awards available and dates of conferences.
- I shall supervise the planning of and participate in projects that enhance the purpose of Psi Alpha.
- I shall implement strategies suggested by the International office to fulfill goals of Psi Alpha.
- I shall attend and encourage students to attend regional and International psychological conferences when possible.
- As needed, I shall update my school and advisor information stored in the Psi Alpha advisor portal.
- I shall respond to advisor surveys in order to contribute to strategic planning for Psi Alpha

Sample PsiAlpha Chapter BYLAWS

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 International 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 International 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 International 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 International 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 International Council and shall submit the results, as directed. The chapter delegate will also keep in touch with the International 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 International 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, International 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 International 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 International 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 International Psi Alpha Charter, Bylaws and policies and the institution's policies and procedures.

END OF BYLAWS

Advisor Transfer Document

This document is required to be submitted when an established advisor leaves and transfers authority of the chapter to another teacher. This document serves to provide Psi Alpha with proof of transfer and gives us the information we need in case we lose contact with an advisor.

Thank you for your cooperation!

Advisor Transfer Document

