



PSI ALPHA INTERNATIONAL
HONOR SOCIETY FOR
HIGH SCHOOL PSYCHOLOGY

Psi Alpha International New Charter Chapter Application

Instructions:

1. Please provide all the information requested below. Remember to save your file often as you complete the application!
2. Submit the completed application to Abigail Dunn at executiveassistant@psialpha.org
3. After the receipt of your application, the Psi Alpha National Council will review your materials and approve your application or require changes before reconsidering their approval.
4. After your application is approved, you will be notified by Jacquelyn Hamby, Director of Chapter Operations via email: chapterrelations@psialpha.org. You will be prompted to pay the one-time chapter charter fee of \$50.00 (or for Title I schools, \$25.00).
5. Once we receive your charter fee, we will provide a formal Psi Alpha Welcome Letter, with an advisor account for your high school and a document explaining the steps for inviting student members for your new chapter!
6. Students will pay a \$25.00 lifetime membership fee and their certificates will be sent two weeks prior to induction. Student registration closes 2-3 weeks prior to this date to accommodate shipping of certificates.

I. Application Information (6 items)

1. Name of teacher preparing the application:

2. Name and email of Principal or Vice Principal (We only use this in case advisors emergently cannot be in contact):

3. Name of high school applying for a Psi Alpha chapter:

4. Applicant's email address:

5. Applicant's business phone number:

6. Applicant's complete business address (please provide your office location and other information that will ensure our mailings will reach you in a timely manner):

II. Agreement of Communication

As a Psi Alpha advisor, I shall allow emails from psialpha.org. This is necessary to not only permit smooth communication through the induction process, but going forward as well. Psi Alpha offers numerous programs and opportunities for students that are communicated through email. I will periodically check that psialpha.org emails are not being blocked.

X _____

Date: _____

III. Agreement of Understanding

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

- I shall abide by the national Psi Alpha bylaws, policies, and APA Ethical Principles of Psychologists and Code of Conduct.
 - I shall identify and register eligible students as Psi Alpha members at least once per academic year, so the chapter retains its active status with the national Psi Alpha organization.
 - I shall inform officers of duties, provide them the Officers Section from the Psi Alpha Chapter Handbook found online at www.psialpha.org, and work with them to develop leadership skills.
 - I shall notify chapter officers to regularly check the Psi Alpha website at www.psialpha.org for announcements and newly available chapter resources, projects, and competitions.
 - I shall inform Psi Alpha members of announcements from the national office, such as competition deadlines and conference dates.
 - I shall supervise the planning of and participate in projects that enhance the mission of Psi Alpha.
 - I shall implement strategies suggested by the national office to fulfill goals of Psi Alpha.
 - When possible, I shall attend regional and national psychological conferences.
 - When National Psi Alpha ballots are emailed or mailed to the chapter or sent to the chapter president, I shall notify chapter officers to call a regular meeting in order to conduct a vote.

- In the event of an advisor transfer, I shall complete and return the advisor transfer document to Psi Alpha.

If you agree to these terms, please check each of the boxes above and sign and date.

X _____

Date:

IV. Eligibility Requirements: (3 items)

Psi Alpha's national bylaws require the following eligibility criteria for student membership:

1. Psi Alpha requires members to have a standard achievement level. This may be decided in one of two ways. Check the box that will apply for your school.

NOTE: If the top 35% figure is difficult to obtain, please default to 3.0 GPA.

Standard of a 3.0 GPA
Top 35% cumulative GPA for students at your high school.

2. Completion of a psychology course with a specific grade or score on a nationally recognized exam. Check all boxes that will apply at your school.

Completion of a psychology course approved by the high school with a B or higher
Earned a 3 or higher on the AP Psychology exam
Earned a 3 or higher on the IB Psychology exam.

3. Conduct and payment for membership. Check each box as acknowledgment.

Good standing in the community (At minimum, the applicant cannot be incarcerated, on suspension from school, or subject to legal action unbecoming of an honor student)
Payment of the student lifetime membership fee of \$25.00

V. Chapter Bylaws

Each chapter must have a set of bylaws. Many high schools have an office of school activities that may require you to have a set of bylaws on file.

- Feel free to adapt the template bylaws by raising the minimum GPA eligibility standard above that previously determined in this application, but you cannot adopt a GPA standard lower than the standard set by the national office.
- You may also specify additional leadership positions such as committee chairpersons.
- Some chapters ask each member to contribute an amount (e.g., \$5) per semester or per year to a chapter fund, and that is permissible by Psi Alpha. However, your school may have strict policies regarding this – so check first before including it in your chapter bylaws!

Provide chapter bylaws. A sample has been provided at the end of this document. Check the box that will apply to your school.

Adopting sample chapter bylaws
Attached chapter bylaws

VI: School Specifics for the Application (5 items)

1. List the psychology courses offered by your high school or to your high school students.

2. List the psychology teachers at your high school and any other instructors that teach your students in psychology (i.e., if the high school students take courses through a college extension). Please include each teacher's name, highest degree, specialization, and university of the highest degree.

3-4. Your application must include the names and information of two students who are qualified to join your chapter once it is approved. Although you may have more than two eligible students, please provide information below for only two.

Eligible Student Name:
Cumulative GPA:
Number of high school credits completed (do not include in progress):
Psychology course(s) completed
Grade earned in that psychology class:

Eligible Student Name:
Cumulative GPA:

Number of high school credits completed
(do not include in progress):
Psychology course(s) completed
Grade earned in that psychology class:

5. Anticipated date for chapter's first induction ceremony and induction of chapter members. Please choose a date at least 8 weeks away from the date of sending this application!

VII: Administrator Letter of Support

Please attach a letter of support, written on high school letterhead, for chartering a Psi Alpha chapter. The letter requires two signatures: The principal and a vice principal or other relevant school administrator.

Attached on school letterhead
Principal signature
Vice principal or relevant school administrator

VIII: Charter Application Fee

Please note the Charter fee for Psi Alpha is \$50.00, or \$25.00 for Title I schools with proof of eligibility. Please attach proof to this application to receive this discounted fee.

Title 1 school proof of eligibility is attached
Title 1 is not applicable

The chapter advisor or school can pay online with a credit card via Stripe, or with a check made out to Psi Alpha at the address listed below. Please be sure to use the address listed below, or your payment may not be received.

Preferred payment method
Online
Check
Check mailing address:
Bryan Gerber
6085 Nimishillen Church, N.
North Canton, OH 44721

After your application is approved, you will receive a notification via email and prompted to pay the one-time chapter charter fee. Please note it may take additional time for a check to be received and recorded than electronic payments!

IX: Submission

Please submit the completed application, signed letter of support, and any additional documentation such as Title I verification to the Psi Alpha Executive Assistant: Abigail Dunn at executiveassistant@psialpha.org

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| Provided editor rights Attachments No attachments |
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Sample Bylaws

Article I. Name

The official name of this honor society in psychology, recognized by, is the ...

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 ... are eligible for membership in the ... Psi Alpha Chapter provided that they meet the following requirements:

- A. Met the national standard achievement levels with a minimum cumulative GPA of 3.0 or in the top 35% cumulative GPA for students at your high school.
- B. Met the national standard of completion with a specific grade of a "B" or higher in a psychology course or earning a 3 or higher on a national AP or IB Psychology exam.
- C. Met the national high standards of personal behavior and integrity.
- 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.

Types of Psi Alpha Membership

- 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.

- 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.
- 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.
- Faculty members may register and be inducted the same as student members, but faculty members may not vote or hold office.
- 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 Psi Alpha Chapter.

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 school year.

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 \$25.00 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 North Plainfield High School'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.