

PSYCHOLOGY CLUB CONSTITUTION

ARTICLE 1 ORGANIZATION

A. Name

Psychology Club

B. Purpose

The purpose of this club is to create an interactive and educational environment for students interested in the field of psychology with the primary goal of balancing fun and learning.

C. Time, place and frequency of meetings

The time, place, and frequency of the Psychology Club meetings are subject to change based on the club's goals, needs, and the availability of the majority of the club officers, members, and advisor. This will be determined as soon as possible at the beginning of the semester. In order to get the latest updates, follow us on our Instagram page (@lavc_psychclub).

ARTICLE 2 MEMBERSHIP

A. Eligibility

All club membership must be open to all regularly enrolled students who are members of the Associated Student Union at LAVC.

B. Special requirements for Membership

Students who are interested in becoming a member of the Psychology Club must have their \$10 ASO fee paid every semester.

ARTICLE 3 OFFICERS AND ELECTIONS

A. Titles and duties of officers

- **President:** The primary director of the club in charge of working closely with the club advisor and the board in order to meet the club's mission. The president is also responsible for tracking the officers' club activity with the secretary throughout the semester.
- **Vice President:** The secondary director of the club that is in charge of closely working with the president in order to meet the club's mission. When there is no president or they are absent, the vice president is responsible for fulfilling the main responsibilities of the president.
- **Secretary:** The secretary is in charge of writing and organizing the meeting minutes at every club meeting and helping the president track the officers' attendance of club activities. After writing and editing the meeting minutes, they must submit the meeting minutes to the Psychology Club's group chat within 5 days after the meeting.

- **Treasurer:** The treasurer is in charge of leading and organizing all financial matters of the club. They must keep track of all the club members' status of their ASO membership and must be present to get paperwork done with the president and club advisor when necessary. The Treasurer can email ASU (asu@lavc.edu) to ask for the club roster, their ASO fee status, and club account balance.
- **ICC Representative:** The ICC representative is in charge of attending all Inter-Club Council (ICC) meetings on Thursdays at 1pm in the Skybox Conference Room to represent the Psychology Club. They must effectively vote and communicate the Psychology Club's needs at the meeting and report back to the club officers, especially the president and vice president, important information shared in the ICC meeting.
- **Alternative ICC Representative:** The role of the alternative ICC representative can be fulfilled by more than one person when the main ICC Representative cannot attend the scheduled ICC meeting. Alternative ICC Representatives can be any club officers. The responsibility is the same as ICC Rep, as stated above.
- **Social Media Manager:** The social media manager is in charge of developing and implementing marketing plans, engaging in content (text, image, video, flyers), and assisting students interested in the club by responding to comments and DM's (direct messages) all in the effort of promoting the club through email and social media. This is a role that can be fulfilled by anyone who wants to promote the Psychology Club on the official social media accounts of the club. This is not an official officer position as recognized by ASU, but it is a role that can help the club.

B. Elections of officers - Details:

All officers must be elected by the end of May or June of the academic year in a formal election meeting. It can take place in-person or on Zoom, and the majority of the club members must be present in order for the election to take place. Majority is defined as 50% plus one. During the meeting, the officers must present a speech or presentation introducing themselves and the position they are running. Afterwards, they must state their qualifications and why they are interested in running for that position.

C. Special Elections.

Upon an emergency, a special election may be held at the regular meeting of the club after notice at the immediately preceding regular meeting. The process of election will be the same as for the regular election in terms of voting and eligibility requirements.

D. Term of Office

Officers shall be elected for one academic school year. There is no limit to how many terms a student can hold, however, they must go through the election process like everyone else.

E. Special Requirements as to Scholastic Standing or Other Rules.

- All club officers and members of the Psychology Club must be regularly enrolled students at LAVC.

F. Replacement Due to Ineligibility.

If an officer is not attending at least 75% of the club activity as the semester progresses (see Article 4, Section H for more details) and is not actively communicating their situation to the president, vice president or club advisor, they will be given a warning. If their inactivity continues, all officers will have a meeting to anonymously vote for the person to stay or to leave the board. In the case that the officer is voted out, a special election will take place as soon as possible to fill the vacant position.

G. Definition of Quorum

- Quorum should be at least a majority of members who attend. Majority is defined as 50% plus one.
- No group may set up a rule whereby the elected officers make all the decisions for the group.

H. Appointment of Committees.

Standing committees should be appointed for regular services and given recognition by membership on the council. Work should be delegated to those who are interested. Participating in committees is not mandatory unless you are a member.

ARTICLE 4 CLUB RULES

A. Pay the \$10 ASO fee at the Business Office or on the LACCD Student Portal, and sign up for the Psychology Club on LAVC ASU's website to be recognized as an official member.

B. Be respectful. Always be respectful to everyone in the club, even when controversial opinions are shared or conflicts arise.

C. Be responsible. Always fulfill your responsibilities to the best of your abilities. If a student can no longer fulfill the responsibility, they must let the club advisor, president or vice president know as soon as possible.

D. Consistent attendance and participation are highly encouraged, but you will not be penalized for having occasional absences or not participating.

E. Personal information shared in the meeting stays in the meeting and should remain confidential unless the individual sharing the information grants you permission to share the information.

F. All decisions in the club will be handled in a democratic manner. This means that all members of the club will have one vote (e.g. during elections) and the decision or person with the highest number of votes wins.

G. Conflicts are to be handled respectfully and calmly. The officers, especially the president and the vice president, and the club advisor are responsible to help in conflict resolution.

H. All officers must attend at least 75% of the club activity per semester. Club activity is defined as regular meetings, guest speaker meetings, events, officer meetings, and behind-the-scenes tasks. The secretary and president are responsible for organizing this information in an excel spreadsheet where each club activity will be marked as 1 or 0 under the officer's name. As the semester progresses, they must attend at least 75% of the club activity before they get warned and voted out. Every month, the officers will be emailed the percentage of attendance they have during that month, so they can keep track on their end. Those who attend 75% or more each semester will obtain a certificate of recognition.

ARTICLE 5 AMENDMENTS TO THE CONSTITUTION

A. Method of Origination:

Any member should have the right to propose an amendment.

B. Requirements for Adoption.

No constitution should be adopted by less than a majority of the voting membership.