

# **BY-LAWS FOR PSYCHOLOGY GRADUATE STUDENT ORGANIZATION**

## **ARTICLE I. NAME OF ORGANIZATION**

**Section 1.** The name of this organization shall be the PSYCHOLOGY GRADUATE STUDENT ORGANIZATION (hereby after referred to as either Psychology Graduate Student Organization or PGSO).

## **ARTICLE II. PURPOSE**

**Section 1. Purpose of the Psychology Graduate Student Organization.** The purpose of the PGSO is: 1) to promote cohesion amongst the diverse graduate student group in the Department of Psychology; 2) to obtain funding for graduate student travel to deliver accepted presentations and posters at professional meetings; 3) to encourage social interaction between graduate students and undergraduate associates in the Psychology major, and with faculty; 4) to present a united position in regard to Departmental and University plans, policies, and regulations that affect PGSO members; and 5) to provide support for any other needs or activities deemed appropriate by the leadership and membership.

## **ARTICLE III. MEMBERS AND MEMBERSHIP**

**Section 1. Qualifications for Membership.** Any full- or part-time New Mexico State University (NMSU) psychology graduate student may join this organization. Undergraduate Psychology majors and post-doctoral students, all affiliated with NMSU, may also become non-voting associate members.

**Section 2. Procedure for Affiliation with the Organization.** Psychology graduate students and eligible non-voting associate members may affiliate with this organization by e-mailing or personally contacting a representative of the organization, generally the Secretary, and by committing in writing to abide by all of the laws, regulations, and procedures that are set forth by the governing council of the Psychology Graduate Student Organization.

**Section 3. Criteria Distinguishing Active Members from Associate Members.** Graduate students who pay single-semester dues of \$10 during the first thirty calendar days following the start of a regular semester (fall or spring) may join the organization as an active voting member. Associate non-voting members pay \$5 per single semester for

dues. Students who pay dues after the first thirty days after the start of a regular semester may attend all meetings and vote if they are graduate members, or participate in the functions of the membership if they are non-graduate students. Graduate student members have full voting rights in any meeting that he or she attends. Payment of dues allows a member to participate in the organization for one regular semester. Only graduate student members may become officers unless otherwise specified in Article IV. The Faculty Advisor to the PGSO does not pay dues nor does he or she vote.

## **ARTICLE IV. OFFICERS**

### **Sections 1. List of Officer Positions, 2. Description of Duties for each Officer**

*President.* Convenes and leads all meetings of the PGSO. Appoints the non-elected officers at the beginning of each semester: Graduate Student Council Representative, Community Events Coordinator, Social Officer, and Webmaster. Appoints all standing and special committee members except the selection committee members for the funding of presentations. Nominations for special and standing committees will be taken from the floor and upon consideration by the President, such committees will be formed. Attends all functions that are of import to the advancement of the organization. Promotes graduate and undergraduate student membership drives in conjunction with the Secretary. Must be a second semester or greater graduate student.

*Vice-President.* Leads all meetings of the PGSO in the absence of the President. Appoints the chair of each standing and special committee designated during regular PGSO meetings. If absent from a meeting, and (a) chair(s) of (a) standing or special committee must be appointed, the President shall appoint the chair(s) in the Vice-President's absence. Is in charge of (chairs) the selection committee for funding presentations at professional conferences.

Obtains the names of members who are interested in obtaining funds to present at a professional convention during the academic year. Only dues-paying PGSO members who are graduate students and who have a poster or paper *accepted* for presentation at a professional convention or are attending a professional conference, will be screened by the Chair, and will be eligible for potential funding. Is in charge of attending, or sending committee representatives to attend and screen presentations given at departmental Cognitive, Social, and Engineering lab meetings to choose the outstanding member-representatives, per semester, to fund for a professional convention with PGSO funding mechanisms.

*Secretary.* Takes minutes and records minutes of all meetings. Leads all meetings of the PGSO in the absence of both the President and the Vice-President. Maintains order during meetings, and ensures that all meetings are completed within the allotted time. Schedules rooms and times for meetings called by the President and the membership, and informs the membership of the times and rooms scheduled. Is in charge of the PGSO e-mail listserv. Is in charge of membership drives in conjunction with the President of the

PGSO at the beginning of each semester, with the goal of signing up all Psychology graduate students and interested post-doctoral students and undergraduate majors. Disseminates all information to the appropriate departmental and/or University contacts when instructed by other GSO officers or the Faculty Advisor to do so. Distributes minutes to the person selected by the President to be Webmaster for publication of the meeting minutes. Signs off on and audits all collections, deposits, and distributions of monies performed by the Treasurer. May be a first-semester or greater graduate student.

*Treasurer.* Is in charge of collecting, depositing, distributing all PGSO monies, and accounting for said monies. Maintains a current membership list for the organization. Is in charge of planning and executing fundraising drives for the PGSO. Keeps spreadsheet of all financial transactions and provides copies once per semester to the general membership for review, usually at the last meeting of the semester. Encourages PGSO members to present at the Graduate Research and Arts Symposium (GRAS) at NMSU each academic year. Appoints a Cognitive, Engineering, and Social graduate student (if available) to the committee chaired by the Vice-President to screen and finance presentations at professional conferences. Must be a second semester or greater graduate student.

## **Section 2a. Description of Standing Appointees and Duties (Non-Elected Officers).**

*Graduate Student Council Representative.* Is in charge of attending or, if unable to attend a Graduate Student Council (GSC) meeting, is in charge of sending (a) representative(s) to scheduled (GSC) meetings. Promotes active participation in the GSC and in ASNMSU functions to achieve maximum power and monies to fund PGSO purposes. Ensures that all points given by the GSC are maximized per semester for the PGSO. Works to achieve maximum representation of the PGSO membership in the NMSU GSC political hierarchy, including nominating interested PGSO candidates for open GSC positions. Works to nominate, promote, and elect Graduate School Senators to the ASNMSU Senate from the PGSO. Works to promote one PGSO member to be affiliated with the NMSU Human Subjects in Research committee through the GSC each academic year. Is appointed by the President for an academic year term.

*Community Events Coordinator.* Is in charge of the committee to organize: 1) a Las Cruces and 2) an NMSU-based project at least each academic year aimed at assisting the both the local and University communities. Coordinates graduate, undergraduate, and post-doctoral student volunteers' actions for those events. Encourages non-member participation. Promotes and maximizes membership participation in those events. Is appointed by the President for an academic year term.

*Social Officer.* Is in charge of planning, organizing, and executing social events for the membership, either solely for graduate students in Psychology, or between GSOs, or with faculty. Is appointed by the President for a semester term.

*Webmaster.* Designs and maintains a website for the PGSO, and publishes the minutes of all meetings in a timely manner on the World Wide Web for the organization. Publishes

and solicits news and features for the monthly PGSO newsletter on the website. Maintains links to fellowships, internship opportunities, and to the Chronicle for jobs on the website. Is appointed by the President for an academic year term.

**Section 3. Eligibility Requirement for Elected Officers.** Officers will be elected during the first monthly meeting of the PGSO. Officers must have paid their dues for that semester, as certified by the Treasurer, within thirty days of the first meeting of the PGSO. Eligibility requirements are as specified in Article IV, sections 1 and 2. The Faculty Advisor to the PGSO may not hold any elected office within the organization, although he or she may serve on any committee(s) of interest.

**Section 4. Nomination Procedure.** At the first general meeting of the PGSO each semester or at special election sessions, a volunteer will hand out to all graduate student attendees a statement to sign, which indicates that they will become a dues-paying member within the first month of that semester. All graduate student attendees who sign their statements (hereafter referred to as signatories) will be given a blank nomination ballot, where graduate student attendees will write in their own names or other graduate students' names next to the offices open for nomination. If one or more offices have no nominees on the first ballot, signatories will be asked to submit a name of a graduate student or a non-voting associate member, where applicable, for nomination to those posts. After nominations are made, any signatory may speak or openly campaign on behalf of themselves or others for two minutes before secret votes are taken. The volunteer will then make up hand-written ballots with all of the nominees for each position written next to the office they are nominated for, and ballots will be distributed to all graduate student attendees.

**Section 5. Election Procedure.** The volunteer will distribute the ballots, and all attendees who are graduate students will vote. Majority votes will prevail for officers. In case of (a) tie(s), a second and subsequent secret ballot(s) will ensue, until all ties are broken. If a nominee declines an office for a reason deemed appropriate by a majority of signatories, public nominations from the floor will be encouraged, and a public attendees' vote will be cast, again with majority rule, until all offices are filled. A graduate student may hold simultaneous offices during a semester, but can not be elected as President and Vice-President or Secretary and Treasurer offices simultaneously during the same semester. If an office holder who is newly-elected does not pay dues within the thirty days allotted to become a PGSO member, which office holder must vacate the office and a special election for the office will be set by the highest-ranking PGSO office holder at the next general meeting of the membership.

**Section 6. Term of Office.** Officers serve for the fall-spring academic year in which they are elected. Elections take place at the beginning of each regular academic year in the Fall unless a special election is warranted, the latter of which may be held with proper notice to the membership or to the potential membership. Officers may be re-elected to the same or different offices each academic year, with a consecutive term limitation of one academic year.

**Section 7. Procedures for Filling Vacancies.** In the event of a non-President office-holder's resignation, a general vote of the organizations' dues-paying members will be held at a date and time designated by the President or, in his or her absence, the Vice President of the Psychology Graduate Student Organization. The procedure to elect a replacement non-President office-holder will follow the secret-ballot, self- or other-nomination procedure that is used in regular elections during the designated meeting. Procedures for replacing a President are specified in Article V., Section 2.

**Section 8. Absentee or Proxy Voting.** If a graduate student wishes to join the PGSO at the beginning of a semester and signs as a signatory before the first meeting, but cannot attend that meeting, that potential member may appoint, in writing, an attending signatory to vote as proxy for the signatory that can not attend. A special proxy form must be signed by the absentee voter and submitted to the attending signatory.

## **ARTICLE V. UNIVERSITY ADVISOR**

**Section 1. Selection Procedure.** The Faculty Advisor will be the same advisor designated at the incorporation of the by-laws of the Psychology Graduate Student Organization, and will hold the Advisor position for as long as he or she wishes to hold it. However, if the advisor indicates that he or she does not wish to continue as the Faculty Advisor, or if the Advisor leaves the employ of NMSU, or receives a position which is not primarily based at NMSU, the President of the PGSO will appoint a committee to seek and nominate a replacement Faculty Advisor. The Faculty Advisor may also be removed and replaced by a four-fifths vote of the entire voting membership of the PGSO. The Faculty Advisor must be a faculty member of the Psychology Department at NMSU.

**Section 2. Duties.** The Faculty Advisor will act as the official University liaison to the PGSO, and will act as a consultant to the PGSO in all matters. If the President of the PGSO is, in the view of the Faculty Advisor, grossly negligent in following University regulations, policies, and procedures, or, if the President is not holding regular (at least monthly) meetings or is not attending meetings (at least monthly) of the PGSO, or, if the President graduates or no longer is an eligible graduate student at NMSU, the Faculty Advisor will meet with the President to discuss deficiencies or will certify to the Vice President of the organization that the President is no longer eligible to serve as President. The Vice President will generally address the next PGSO meeting and will vacate the current office-holder as PGSO President and will appoint the Secretary of the PGSO as Acting President for the remainder of the academic year in which the current office-holder is ineligible to serve. The Vice President will then appoint a new Acting Secretary at the same meeting. If in any one semester, at least 10 graduate students do not sign up for the PGSO, the Faculty Advisor will appoint a graduate student volunteer, member or not, to solicit new PGSO members, until a minimum of 10 members are signed up for that semester. The Faculty Advisor will, in all other circumstances, support the current office-holders' agendas, and will promote the goals and purposes of the PGSO. The Faculty Advisor is welcome to attend each scheduled meeting of the PGSO, but is not required to do so.

**Section 3. Term of Office.** The term of office for the Faculty Advisor will be for as long as he or she wishes to hold the position, unless he or she indicates that he or she does not wish to continue as the Faculty Advisor, or for the other reasons specified in Article V., Section 1. In that case, the President of the PGSO will appoint a committee to seek and nominate a replacement Faculty Advisor, with a prioritized list of three interested Faculty members. The newly-nominated Faculty Advisor will then be installed upon a majority vote of the membership attending the meeting during which the vote is taken. If a majority is not achieved, the second name on the selection list will be put up for vote, and so on, until a new Faculty Advisor is elected.

## **ARTICLE VI. EXECUTIVE BOARD**

**Section 1.** There will be no Executive Board of the PGSO, although the names of the founding members of the PGSO and the first Faculty Advisor will be acknowledged on all official letterheads, website pages, and on other published resources produced and/or used by the PGSO in perpetuity.

## **ARTICLE VII. COMMITTEES**

**Section 1. Standing Committees.** All standing committees will be determined by the President of the PGSO, except as indicated in Article IV.

**Section 2. Special Committees.** All special committees will be appointed as indicated in Article IV, and if other committees are needed, a general voting PGSO member will make a motion to the President, seconded by another voting member, and the President shall make a final determination as to whether a special committee is necessary to be appointed and convened for any matter.

**Section 3. Composition of Membership.** Refer to Article IV.

**Section 4. Designation of Chair.** Refer to Article IV.

**Section 5. Procedures for Forming.** Refer to Article IV.

## **ARTICLE VIII. MEETINGS**

**Section 1. Regular Meetings.** Regular PGSO meetings will be held, optimally, twice per month, but at least monthly during each academic year, suspended in the summer months. Committees may continue meetings or conduct business or perform community service during the summer, but may not expend funds during the summer months for any reason.

**Section 2. Special Meetings--Frequency and Cause.** If, upon request by the Faculty Advisor, President, or Vice President, a special meeting of the general membership is necessary, such meeting will be scheduled and convened during the academic year at a time and place convenient for the majority of the membership. Notice of such a special meeting will be given at least one day in advance of said meeting. Committees will set their own meeting times as needed aside from general PGSO meeting times.

**Section 3. Quorum Required to Transact Business.** At least four dues-paying members will be on-hand at any general PGSO meeting in order to conduct significant PGSO business.

**Section 4. Voting Procedures.** Refer to Article IV.

## **ARTICLE IX. FINANCES**

**Section 1. Membership dues or assessments.** Refer to Article III, Section 3 for dues information. If an increase in dues during any semester is warranted for special purposes to be determined by a majority of PGSO members, such an increase in dues may be passed at a general meeting in which a quorum of members are present, and said increase must be paid by all PGSO members not more than thirty days after the vote for increase in dues is held.

**Section 2. Processing of Financial Transactions.** All financial transactions will be processed through a special PGSO checking account. All transactions paid for by the PGSO must be accounted for in the form of receipts, either electronic or otherwise, and submitted to the current Treasurer of the PGSO for accounting purposes. The Treasurer must submit a statement of PGSO financial accounting to the Faculty Advisor when one is requested.

**Section 3. Limitations on Political Lobbying on Behalf of the PGSO.** No officeholder or other non-voting associate will be paid to perform PGSO business for any reason. Further, organized lobbying by any member(s) of the PGSO is restricted only to NMSU-based entities, such as representatives of ASNMSU, and will never extend to New Mexico governmental representatives or entities or to other non-NMSU governmental representatives or entities.

**Section 4. Conference Funding.**

- A. A new PGSO member cannot ask for conference or other funding from the Organization during the first six months of membership. Exceptions to this rule will be considered only if a quorum of PGSO members is present at a regular meeting. Exceptions must be approved by a 2/3 majority vote of the membership present at the meeting.

B. Eligible PGSO members requesting funds from the Organization must submit their funding requests in writing to the Vice-President of PGSO at least one-month previous to the conference. Estimated costs or real costs for expenses are required to be attached. Additionally, the member must submit proof of their community service requirement outlined in Article XI Section 4. C. Request forms can be found on the PGSO website.

C. Requestors must perform community service requirements for the PGSO group on-campus or off-campus. Requestors must have performed with the PGSO, 2-hour on-campus OR 2-hour off-campus, community service requirements before requesting funds. Exceptions for this may be voted on and require a 2/3 majority vote by a quorum of dues paying members at the present meeting.

Requestors must complete and document additional community service. For each one hour of community service conducted, the member can request \$100, up to a maximum of \$500 for five total hours of community service. Requestors may substitute individual community service projects in lieu of group participation, if the hours are properly documented, and can request \$100 per community service hour completed, up to a maximum of \$500 for five total hours of individual community service. Community service forms can be found on the PGSO website. PGSO members requesting funds are responsible to maintain documentation of both group and individual community service conducted and to turn in this documentation with their funding requests to the Vice-President.

D. Requestors must attend at least three (3) regularly-scheduled PGSO meetings in the semester that funding is requested. If the requestor has a class or other conflict with meeting times, the requestor must perform an additional three (3) community service hours following the guidelines in Section 4-C to substitute for the meeting requirement.

E. Eligible PGSO members requesting funds from the Organization must be presenting at or attending a conference. Funding preferences will be given to members that are presenting at a conference, unless extenuating circumstances occur.

F. Requestors must first attempt to receive all monies possible from the GSC and ASNMSU before making request from PGSO.

G. Selection of individuals for funding will be accomplished following the guidelines set out in Article IV-Section 1. The Vice-President will select a committee to evaluate the applications for funding and decide the action for the request.

- H. Requestors are not limited in the number of requests for funding during their membership in PGSO, as long as the guidelines in Article IX. Section 4 are followed each time funding is requested.
- I. Conference travel and lodging reimbursement will be structured following applicable University guidelines.
- I. Funded students presenting at a conference will also be required to present at GRAS in the Spring semester. PGSO members not presenting at a conference will not be required to present at GRAS.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

**Section 1. Specification of the Authority Which Will Resolve Questions About By-Laws and Meeting Procedures.** The Secretary will maintain order throughout all PGSO meetings, and will be knowledgeable about all by-laws. In the absence of the Secretary, the Treasurer will maintain order during the meetings, and in the Secretary's and Treasurer's absences, a PGSO member, affirmed by a majority of the membership attending the meeting, will maintain order. The latest edition of Roberts Rules of Order will be roughly followed during meetings, where old business and new business from members will require a motion and a second, etc. The President will set the agenda for the meeting, and the Vice President, Secretary, Treasurer, and all other office holders and applicable committee chairs or designates in attendance will present reports at the general meeting. Introductions of new business and a general discussion by the membership during each meeting will be encouraged. Guests, visitors, and new members will be formally introduced and acknowledged at each meeting.

## **ARTICLE XI. AMENDMENT OF THE BY-LAWS**

**Section 1. Procedure whereby rules of the organization may be changed.** By a vote of four-fifths of all dues-paying PGSO members during one regular academic semester, after considering verbal opinions presented by interested PGSO officers and members, the rules of the PGSO may be changed or amended as deemed necessary.

**Section 2. Requirement of previous notice at regular meeting before a vote is taken at a subsequent regular meeting.** Amendment votes specifically regarding the by-laws of the PGSO will be advertised via e-mail to the general membership of the PGSO and via verbal or written notice during two regular meetings of the PGSO before an amendment vote may be taken.

## **SIGNATURES**

We do hereby accept all of the by-laws as written to establish and maintain the Psychology Graduate Student Organization at New Mexico State University.

Signature

Date

**PRESIDENT, PSYCHOLOGY GRADUATE STUDENT ORGANIZATION**

Signature

Date

**FACULTY ADVISOR, PSYCHOLOGY GRADUATE STUDENT ORGANIZATION**