

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 (herby 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 assist graduate students in obtaining funds for travel to conferences; 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

##### Section 1. List of Officer Positions and Description of Duties for each Officer

Should elected-office holders fail to attend two PGSO meetings for unexcused reasons (as to be determined by the voting members) they will need to make a formal statement at the next regular meeting regarding their absences. Failure to make a formal statement may result in actions from the group, see Article IV, section 9.)

*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. Maintains order during meetings, and ensures that all meetings are completed within the allotted time. 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 (e.g. meetings, financial meetings, executive meetings, etc.) that are of importance 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. Will lead efforts in the mentoring program. 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.

*Secretary.* Takes minutes, attendance, and records minutes of all meetings. Leads all meetings of the PGSO in the absence of both the President and the Vice-President. 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 email 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. 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. The treasurer will chair the Finance Group and will disburse funds with the counsel of the Finance Group. Must be a second semester or greater graduate student.

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

The following positions will be appointed by the president within the month of September each academic year. This is to ensure that new graduate students will have a chance to participate.

*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.

*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.

*Fundraising Officer.* Is in charge of planning and coordinating members participation in fundraising events for the group. At least one fundraising event must be held per academic year. Will keep track of members that help with each event and the duties they performed. This information will be submitted to the treasurer to disburse to the Finance Group.

Fundraising events may be decided on and voted on by members. However, the fundraising officer will set the fundraising goal per event. If a goal is set for \$200.00, the

fundraiser must reach that goal for it to be considered successful and completed. This measure is put in place with the idea that PGSO members requesting funding are required to help with at least one fundraising event per semester and should help with the event until the goal is met. e.g. if the fundraising coordinator was asked to have a bake sale fundraiser and decided the goal was \$150, PGSO members may be asked to help for more than one day of bake good selling, until the \$150 goal is met. Under this provision, helping several times for one fundraising goal counts as helping for one fundraising event. Multiple bakes sale events aimed at reaching the goal of \$150 are not separate fundraising events.

*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. 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. The PGSO shall elect officers from among its membership by the end of April. The names of the candidates must be announced at least one meeting prior to voting (via email or during the meeting), and new officers shall be elected by a simple majority of the voting members, provided a quorum is present. New officers will assume their duties May 1<sup>st</sup>. After nominations are made, any signatory may speak or openly campaign on behalf of themselves or others for two minutes at the present meeting or via email.

Section 5. Election Procedure. . At the next meeting, officers shall be elected by a simple majority of the voting members. In case of (a) tie(s), a second and subsequent secret ballot(s) will ensue, until all ties are broken., 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, the 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 following the semester they are elected. Elections take place in the month of April 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

different offices for the next academic year. Officers may not be elected for the same officer position consecutively. An exception will be made in the case that only one other person or fewer wishes to fill the position and the current officer is completely willing to stay in office.

Section 7. Procedures for Filling Vacancies. In the event of a non-President officeholder'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. Resignation of an elected position. An officer may resign by submitting a letter of resignation to the members of the PGSO. The resigning officer will maintain their duties until replaced.

Section 9. Resignation Clause. In the circumstance that a majority of PGSO members feel as though an elected officer is not performing their specified duties a letter will be composed by the secretary to inform the elected officer of their responsibilities and their commitment to PGSO. If the elected officer does not make efforts to show they are still committed to the group and aware of their responsibilities, the members may ask for their resignation. A letter of request of resignation shall be drafted by the secretary and approved by the group. The letter should be delivered to the elected officer under review. After the officer resigns, a new officer will be elected.

## 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 fill the current office-holder as PGSO President and will appoint the Secretary of the PGSO as Acting Vice-President for the remainder of the academic year. 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.

Section 6. Finance Group.

1. Membership.

(a) Membership is open to any member of the PGSO. Finance Group members must pledge service for one academic year and must pledge to attend all Finance Group meetings. The Treasurer may recommend to the PGSO that a Finance Group member be excused. The decision of the majority of voting PGSO members is final on this matter. Should there be vacancies in the Finance Group going into the Spring semester, members that are interested should inform the treasurer and these vacancies will be filled.

2. Structure. The Treasurer will preside over the meeting. Each funding request will be thoughtfully considered and a written account will be made of the allocation and the reasoning that went into the decision. A list of each Finance Group member present is to be written on each written account. A copy of the written account will be sent to the person requesting funds.

3. Duties and Authority. Under no circumstances should anyone ever be in a position to approve his/her own request for money; therefore, should the Finance Group itself request an expenditure, the expenditure must be approved by the PGSO members at a regular meeting minus the Treasurer by simple majority.

It is the prerogative of the President to question a funding request before signing. Should the President decide not to sign the funding disbursement request the matter will proceed to the PGSO members where a majority vote (the individual whose request is under review may not vote) will be the final say in this matter.

4. Rules and Requirements.

(a) Quorum for the Finance Group shall consist of a minimum of three voting members, not including the Treasurer.

(b) All decisions in the Finance Group must be approved by a simple majority of the voting members, provided a quorum is present.

(c) Meetings may be called as needed by the President or the Treasurer..

(d) The Finance Group is responsible for ensuring that all financial matters proceed in compliance with the Funding Policy.

(e) The Finance Group will decide questions concerning the interpretation and application of the current financial policy regulations, and may recommend to the PGSO

that those rules be amended as needed. Because all changes to the financial policy must be approved by the voting membership of the PGSO, the Finance Group cannot itself change any policies or regulations.

(f) The Finance Group will approve or reject requests for financial appropriations. Finance Group members are encouraged to disqualify themselves from any vote in which they feel there may be a conflict of interest.

## 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. Eligible PGSO members requesting funds from the Organization must submit their funding requests in writing to the Treasurer 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 IX Section 4. C. Request forms can be found on the PGSO website.

B. Requestor must complete and document community service. For each one hour of community service (group or individual) conducted, the member can request \$100, up to a maximum of \$500 for five total hours of 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 treasurer. PGSO members that request funding are required to help with at least one fundraising event per semester and should help with the event until the goal is met. e.g. if the fundraising coordinator was asked to have a bake sale fundraiser and decided the goal was \$150, PGSO members may be asked to help for more than one day of bake good selling, until the \$150 goal is met. Under this provision, helping several times for one fundraising goal counts as helping for one fundraising event. Multiple bakes sale events aimed at reaching the single goal of \$150 are not separate fundraising events. Failure of members requesting funding to participate in fundraising events that occur in the same academic year as their request may result in future funding requests being denied.

D. Before requesting funding from PGSO, dues must have been paid by the individual requesting funds. 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 Article IX Section 4-C to substitute for the meeting requirement.

E. Selection of individuals for funding will be accomplished following the guidelines set out in Article VII-Section 6. Requestors are not limited in the number of requests for

funding during their membership in PGSO, as long as the guidelines in IX Section 4-C are followed each time funding is requested.

G. Conference travel and lodging reimbursement will be structured following applicable University guidelines.

#### Section 5-Funding Formula Guidelines

1. Each semester after dues are collected we will set aside half (50%) of the PGSO funds for conferences and half (50%) for PGSO operations. Monies raised during fundraisers shall be applied to the overall funds of the group in the following semester after the fundraiser.
2. Each person that meets PGSO funding requirements and requests funds during that specific semester will get the same amount, which will be 10% of the total money PGSO has, NOT 10% of the money available for conferences.
3. Funding for conferences will be appropriated only up to the amount set aside for conferences.

#### EXAMPLE:

1. PGSO account has \$700 ( $700/2 = \$350$  set aside for conferences)
2. 10% of \$700 is \$70 per requestor
3. These numbers will change next semester because the PGSO account total will change.

What if the conference is during the summer? For summer conferences you need to ask for funding in the spring; PGSO does not operate over the summer.

### 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 (see Appendix) 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