**WCC PSYCHOLOGY CLUB CONSTITUTION AND BY-LAWS\***

**ARTICLE I: NAME & PURPOSE**

Section A: Name – The name of this club shall be the WCC Psychology Club.

Section B: Purpose – The purpose of this club shall be to provide students the opportunity to:

1. Learn more about transferring to a four-year university and majoring or minoring in psychology

2. Learn more about obtaining a graduate degree in psychology

3. Learn more about working as a psychologist

4. Participate in psychology workshops and other events

Mission statement: The WCC Psychology Club will provide students the opportunity to learn more about psychology and how to reach future goals related to the field of psychology.

Goal 1: Two-year college students are sometimes not successful in transitioning to a four-year university, so this club will aim to increase success when transferring from WCC to a four-year university.

Goal 2: Often students do not understand the path and the steps needed to accomplish their goals, so this club will aim to provide the information that will benefit students and increase their success with achieving their long-term goals.

**ARTICLE II: MEMBERSHIP & DUES**

Section A: Eligibility - Membership shall be open to all currently enrolled WCC students in good standing.

Section B: Dues – There will be no dues for this club.

**ARTICLE III: OFFICERS**

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer.

Section B: Eligibility – Officers must be currently enrolled WCC students in good standing.

Section C: Election – Those who want to be an officer will contact the advisor by August 25. A ballot with all eligible candidates will be emailed to each club member by September 1. Members will reply with their choices for each position. The candidate with the majority of the vote will be announced by email.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

**ARTICLE IV: DUTIES OF OFFICERS**

Section A: President

* plan and conduct meetings
* vote only in case of a tie
* represent the club

Section B: Vice-President

* assist with planning and conducting meetings as

Section C: Secretary

* record the minutes of all meetings
* keep a file of the club’s minutes and other records
* maintain a current roster of membership
* issue notices of meetings
* conduct the general correspondence of the club

Section D: Treasurer

* receive all funds
* process Request for Payment, Deposit Slip, and Officer Signature Forms
* keep an itemized account of all receipts and expenditures and make reports as directed
* deposit all funds into the Psychology Club account with the Business Office within one business day
* maintain copies of receipts, deposits, and invoices

**ARTICLE V: MEETINGS**

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the advisor.

**ARTICLE VI: ADVISOR**

Section A: Selection – The advisor shall be a WCC psychology instructor.

Section B: Duties – The responsibilities of the faculty advisor shall be to: • Maintain an awareness of the activities and programs sponsored by the student club. • Meet as needed with the officers to discuss upcoming meetings, long range plans, goals, and problems of the club. • Attend regular meetings. • Assist in the orientation of new officers. • Explain and clarify campus policy and procedures that apply to the club. • Assist the club treasurer in monitoring expenditures to maintain an accurate and up-to-date account ledger. • Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

**It is the ultimate responsibility of the advisor to ensure that the club or organization follows all College policies and procedures, including fiscal procedures as outlined by the College.**

\*The information in this document was based on a template provided by Microsoft Word: https://www.aims.edu/student/studentlife/clubs-resources/docs/Sample-Club-Constitution-and-Bylaws-Guidelines.pdf