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The By-Laws of the Psychology Graduate Student Council
Last Updated January 29th, 2022

Article I
Elections

Section 1: Time of Year

- A. The election cycle for the Council will begin the first week of April.
 - a. The First-Year Representative can only be elected in the first month of the Fall semester and will be sworn in immediately.
- B. The elected officers shall be sworn in the first week of the Fall semester.
- C. The Faculty Advisor must receive nominations at least 7 days prior to the day of the election.
- D. Once a nomination is received and before the election occurs, the nominee must meet with the outgoing officer for the position for which they are nominated.
 - a. At this meeting, the outgoing officer should outline all duties and obligations and answer any questions about his position.

Section 2: Term

- A. Elected officers shall serve a term of approximately one year beginning when the elected officer is sworn into office and ending when the new officer is sworn in.

Section 3: Officer Qualifications

- A. Any graduate student pursuing a degree in psychology who is enrolled at Georgia Institute of Technology.

Section 4: Election Order

- A. The offices for the Council shall be elected in the following order:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Faculty Representative and Alumni Officer
 - e. First-Year Mentor
 - f. Social Chair
 - g. Secretary
 - h. First-Year Representative

Section 5: Election Procedures

- A. The Faculty Advisor shall send out a poll to all graduate students in the Psychology Department allowing them to nominate themselves or someone else for a specific office.
 - a. This poll will be active for one week.
 - b. The Faculty Advisor in conjunction with the President, as deemed necessary, will notify nominees if they wish to run for the position they were nominated for.
- B. After the poll closes, all nominations will be publicly announced.

- a. This is when nominees should meet with outgoing officers if they have not met already.
- C. One week after the public announcement of nominees, an election poll will be sent to graduate students in the Psychology Department.
- D. A majority of the eligible vote shall be necessary for election to any office.
 - a. An abstention vote shall not count towards this percentage.
 - b. If no candidate received a majority of the votes than there shall be a second poll involving the two candidates that received the largest number of votes.
- E. No proxy votes will be allowed.
- F. The Faculty Advisor shall count votes and report the results to the psychology graduate student body.

Article II

Officers' Powers and Duties

Section 1: The duties and powers of the President are as follows:

- A. Organization orientation and maintenance
 - a. Set direction for the Council with the residing officers
 - b. Handle Student Engagement paperwork (constitution, OrgSync)
 - c. Attend Student Engagement leadership trainings
 - d. Maintain constitution, bylaws, and OrgSync page
 - e. Work with SGA, SOFO, and Psych Department to fill out paperwork, do trainings, and manage bank account
- B. Meetings
 - a. Run meetings and facilitate discussion
- C. Assist all position leaders; specifically:
 - a. Assists the Social Chair with social event coordination
 - b. Assist the Secretary with the Graduate Student Survey and monthly newsletter
 - c. Formally invite speakers for the Applied Speaker Series

Section 2: The duties and powers of the Vice President are as follows:

- A. Organization orientation and maintenance
 - a. Assists President with setting direction for the Council
- B. Chair assistance
 - a. In the absence or incapacity of the President, to perform all their duties
 - i. Run meetings and facilitate discussion if President is absent
 - ii. Assist with paperwork and constitution/bylaw editing
 - b. Assist the Social Chair with:
 - i. Social events coordination
 - c. Assist Secretary with:
 - i. Newsletter information/setup/sending to dept.
 - ii. Keep up with "graduate student catalogue" document
 - i. Assist Faculty Representative and Alumni Officer with:
 - iii. Alumni and speaker communication/outreach
- C. Meeting coordination
 - a. Send meeting reminders with agenda

- b. Book meeting rooms each semester
- c. Coordinates meetings and events with the President
- D. Communication
 - a. Debrief and coordinate with department chair, executive assistant, and administrative assistant relevant ideas, events, and issues

Section 3: The duties and powers of the Treasurer are as follows:

- A. Organization structure
 - a. Make sure we are accredited within the student organization umbrella
 - i. Coordinate with the Faculty Advisor
- B. Funding
 - a. Coordinate with the Social Chair to request buzzfunds for events
 - b. Keep track of student organization bank account
 - c. Keep budget spreadsheet
 - i. This document should be accessible to the President and Faculty Advisor
- C. PIG grants
 - a. Provide semester updates on the status of PIG grant funding and availability
 - i. Coordinate with Faculty Advisor as necessary
- D. Psych Merchandise
 - a. Keep track of merchandising
 - i. E.g., t-shirts
 - 1. Communicate with t-shirt vendor about payment and discounts

Section 4: The duties and powers of the Faculty Representative and Alumni Officer are as follows:

- A. Attend faculty meetings
 - a. Consistently attend monthly faculty meetings
 - b. Take notes and report back to the Council
 - c. Upon completion of the faculty meeting send the notes out to the psychology graduate student body
- B. Alumni connection
 - a. Create a BRIEF “outgoing student” survey for those graduating our program, with contact info, where they are going (job, academic dept, state, city), advice, and if they would be willing to come back to speak to GT psych grad students.
 - i. This shall be sent to outgoing students.
 - b. Keep track of graduated individuals with spreadsheet
 - i. Include relevant info from outgoing student survey and program of study of each student
 - c. Be the contact to reach out to alumni for speaker events, etc.
- C. Applied Speaker Series
 - a. Coordinate with applied alumni to speak to current members
 - i. Keep speaker updated; send reminder announcements to department, and be copied on invitation emails

Section 5: The duties and powers of the First-Year Mentor are as follows:

- A. When students accept offer

- a. Create and send out an introductory email to first-year class. Include a personal introduction, welcome packet, FB group and groupme invitations, etc.
- B. First year mentoring activities
 - a. Monthly meetings with first year students. Topics should include but are not limited to:
 - i. Campus resources
 - ii. Travel funds/loan
 - iii. Scholarships/fellowships
 - iv. Presentation of research by other grad students
 - v. What to expect at recruitment weekend
 - vi. End of year evals
 - vii. Sanity checks
 - b. Assign “buddies” to entering first-years who they can reach out to for advice
 - i. Each buddy-pair will preferably be in the same psychology program
 - c. Send out an anonymous first year experience survey. Questions should include but are not limited to:
 - i. What they like/don’t like
 - ii. Any struggles
 - iii. Issues with classes
 - iv. Concerns
- C. Keeping up with current psychology graduate students
 - a. Develop and keep up with “who is doing what, where” database
 - i. This can be presented to incoming students each year

Section 6: The duties and powers of the Social Chair are as follows:

- A. Event management
 - a. Conceive, plan, and oversee social events throughout the year, including:
 - i. Annual Psychology Graduate Student Council events
 - ii. Weekly coffee/donut hours
 - iii. Hold recruitment information session
 - iv. All events should be planned at least one month in advance to give the psychology graduate student body notice
 - b. Manage Psychology Department intramural sign ups
- B. Event Communication
 - a. Send all event information to Secretary to be included in newsletter
 - b. Create a calendar with events to be shared with psychology graduate students to follow on outlook
 - c. Send reminder emails for social events
 - d. Post about social events in group messages

Section 7: The duties and powers of the Secretary are as follows:

- A. Meeting minutes
 - a. Take detailed notes each month during Psychology Graduate Student Council meetings
 - b. Send out minutes to the psychology graduate student body
- B. Grad student survey

- a. Design and administer
- b. Analyze results
 - i. Schedule meeting with Psychology Department Chair, Faculty Advisor, President, and Vice President to review results and approve presentation
 - ii. Present findings at the February faculty meeting
 - iii. Assist Psychology Department Chair in formulating a presentation for the psychology graduate student body
- C. Newsletter
 - a. Construct monthly newsletter for all psychology graduate students
 - b. Collect statements from relevant Psychology Graduate Student Council members to implement in each edition of the newsletter
 - c. Keep abreast of “comment box” responses from each newsletter

Section 8: The duties and powers of the First-Year Representative are as follows:

- A. Communication
 - a. Relay Psychology Graduate Student Council information to fellow first years
- B. Feedback
 - a. Gather feedback from first years about Psychology Graduate Student Council meeting discussions and topics
- C. Handbook
 - a. At the end of the year, update first-year handbook

Article III Meetings

Section 1: Psychology Graduate Student Council Meetings

- A. Regular meeting times shall be established at the beginning of each semester.
- B. These meetings shall be open to all psychology graduate students
 - a. For this reason, once meeting times are established the psychology graduate student body shall be notified of the semesters meeting times.
- C. Every member of the Council shall be present at every meeting unless excused by the President or Secretary beforehand.
- D. The following shall be the order of business for all chapter meetings
 - a. Roll Call
 - b. Officer reports in the following order, or at the discretion of the President
 - i. Old Business
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Faculty Representative and Alumni Officer
 - 5. First-Year Mentor
 - 6. Social Chair
 - 7. Secretary
 - 8. First-Year Representative
 - 9. Faculty Advisor
 - ii. New Business
 - 1. President

2. Vice President
3. Treasurer
4. Faculty Representative and Alumni Officer
5. First-Year Mentor
6. Social Chair
7. Secretary
8. First-Year Representative
9. Faculty Advisor

c. Adjournment

Section 3: Special Meetings

- A. Special meetings may be called by the President with the approval of the Council and at least 12-hour notice to the psychology graduate student body, as applicable. The purpose of the meeting must be clearly stated in the request.
- B. No business shall be transacted at a special meeting other than for which the meeting was called.

Section 4: Quorum

- A. 2/3 of members shall constitute a quorum.

Article IV
By-Law Review

Section 1: Yearly Review

- A. The By-Laws shall be reviewed under the supervision of the Council yearly.

Article V
Amendments

Section 1: By-Law Amendments

- A. Amendments to the by-laws must be proposed in writing and must be presented to the Council.
 - a. The proposed amendment shall be discussed and either accepted, denied, or edited.
- B. All amendments to the by-laws shall take effect immediately unless otherwise noted.

Article VI
Distribution

Section 1: By-Law Distribution

- A. The by-laws shall be distributed to all graduate students in the Psychology Department yearly in conjunction with elections.