

The Psi Beta Chapter Application Guidance Information

Overview - The chapter application is a PDF form that can be opened and completed with PDF reader software (download free from Adobe.com). The application form has prompts and data entry areas where you can enter information. The form is easy to use. Listed below are 10 items needed for a complete application. Further on in this guide, you'll find a template set of chapter bylaws that you can copy, modify as needed, and paste into the PDF application form. Further on in this guide, we have provided some suggested narrative to include in item 10, the Administrator Letter of Support.

What to submit to Psi Beta

- Application Form - The completed application should be sent as an email attachment to Psi Beta (email to jrudmann@ivc.edu).
- Administrator Letter of Support - When you email the application PDF, you'll also need to attach a scanned copy of a letter of support written on college letterhead and signed by your college President and your Vice-President (or Dean) of Instruction (See item 9 below).
- Charter Application Fee - The application fee (item 10 below) should be a college check or a cashier's check for \$150.

What happens then? The Psi Beta Executive Director will send your application to Psi Beta's National Council. Members of the Council will review and approve, or suggest changes for getting approval. Once a majority of the Council approves the application, we will set up your chapter and provide access to the advisor portal on the Psi Beta website. You'll be able to invite eligible students to join Psi Beta.

How long does it take to get new chapter approval? Once an application is received, it normally takes no more than 5 business days to acquire the Council's review and approval and to set up a new chapter account.

Ten things needed for your application. As you work on the application, be sure to save your work.

1. **APPLICANT INFORMATION** – We'll need the name, email address, business address, business phone of the person completing the application.
2. **AGREEMENT CHECK OFF** – The applicant must agree to a "commitment of understanding." The expectations for serving as a chapter advisor are listed on the application form.
3. **MINIMUM GPA FOR STUDENT MEMBERSHIP** – This is explained on the application form. You'll need to determine, for your college, the GPA for the top 35% of

students who are attending your college fulltime (“fulltime” is defined as enrolled in 12 or more units). We’ll also need the name and contact information of the person who provides the top 35% GPA figure. *[NOTE: Please try to acquire the top 35% GPA information from your college Registrar or research office. If they are not helpful, default to the 3.25 GPA criterion (based up completion of 12 or more college units). Please do not let inability to acquire the top 35% figure delay your application].*

4. CHAPTER BYLAWS – A chapter bylaw template can be found below. Feel free to adapt these bylaws, then cut and paste them into the text box on the PDF application form.

5. COURSE LIST – We’ll need a list of the psychology courses offered by your college. This can be a cut and paste from your college catalog or you can type in the courses.

6. PROFESSOR LIST – You’ll need to provide a list of the fulltime professors who teach psychology at your college. This can be simply a cut and paste from your college catalog. If you wish to include names of part-time instructors, that is acceptable but not required.

7. CURRENTLY ELIGIBLE STUDENTS – You’ll need to name two students who currently qualify to join Psi Beta, their GPA, the psychology courses and grades they earned in them, and the number of college units they’ve completed so far. Psi Beta’s national bylaws require this information for every application. Once your chapter is approved these students, these students and any additional eligible students can be invited to join your new chapter.

8. COLLEGE ACCREDITATION INFORMATION – This is further explained on the application and can simply be a cut and paste of the most recent accreditation information available on your college website. Please note that Psi Beta chapters can be established **ONLY** at colleges accredited by a regional accreditation agency.

9. AN ADMINISTRATOR LETTER OF SUPPORT FOR STARTING A PSI BETA CHAPTER – Draft narrative for the administrator letter of support is provided below. Feel free to use it for preparing your letter. The letter should be on college letterhead and signed by your College President and VP or Dean of Instruction. Then scan it and submit it along with the completed application form.

10. APPLICATION FEE – The charter application fee is \$150 made payable to Psi Beta.

DRAFT CHAPTER BYLAWS YOU CAN ADAPT FOR YOUR CHAPTER

You can copy these, modify them if desired, then paste your bylaws into the text box on the application form. See the application form for additional details.

Article I. Name

The official name of this honor society in psychology, recognized by the Student Government Association, is the (college name) Psi Beta Chapter.

Article II. Purpose

The purposes of this organization are:

- A. To serve as a means of national recognition of the student's early interest in and dedication to the field of psychology and to scholastic achievement.
- B. To provide opportunities to become acquainted with and involved with the larger field of psychology.
- C. To provide a forum for developing one's perspective about psychology and for building a sense of community and identity with others in the field.
- D. To enhance leadership skills and encourage research.
- E. To provide greater opportunity for student/faculty interaction outside the classroom.
- F. To benefit the campus and community through programs and services.

Article III. Members

Section 1. All full-time and part-time students enrolled at (college name) are eligible for membership in the (college name) Psi Beta Chapter provided that they meet the following requirements:

- A. Have earned the cumulative grade point average standard for the college. The standard is based upon the cumulative average of 12 or more-degree applicable units that falls within the top 35% of the college's current full-time student enrollment, or a GPA of 3.25 – whichever is higher.
- B. Have earned a "B" or higher in a college psychology course.
- C. Have completed at least one introductory psychology course and 12 semester hours total of college credit.
- D. High standards of personal behavior and integrity.
- E. Have a 3/4 affirmative vote of the membership attending a regular chapter meeting.
- F. Have received a written invitation to membership from the official chapter.

Section 2. New members shall be registered at the national office annually and inducted in the fall and spring. The chapter may consist of up to five classes of members: active, inactive, faculty, honorary, and alumni members.

- A. Active members are students who have been registered and inducted into membership, have maintained eligibility requirements, have attended at least one Psi

Beta meeting per semester, and are still enrolled at the college. Only active members may vote, hold office, and participate in Psi Beta's national competitions.

B. Inactive members are students registered and inducted into membership, who have not maintained their GPA eligibility for Psi Beta. Inactive members cannot hold office or vote until they are in compliance with Psi Beta membership and chapter requirements.

C. Alumni members are invited to all regular chapter meetings, programs and activities. They may not vote unless enrolled at the college and reactivated as a chapter member.

D. Faculty members may register and be inducted the same as student members, but faculty members may not vote or hold office.

E. Honorary members are nominated by the chapter and approved by the Psi Beta National Council. Honorary members are individuals who make unusually notable contributions to the chapter. They can be recognized during a special part of a chapter induction ceremony. There is no induction fee for honorary members and they do not become official members of Psi Beta.

Article IV. Officers

Officers shall be elected by a majority vote of the membership present at the first chapter business meeting in May and installed in the spring induction ceremony. Only active members are eligible to serve. The term of office shall be one year (or one semester). Each outgoing officer shall mentor the incoming officer. If an officer cannot fulfill the duties of office, the officer must resign. The chapter will elect a new officer, except in the case of the president who will be replaced by the vice-president. All officers shall perform duties common to the role of the office. (The Officer section of the online chapter handbook has a list of additional offices and duties that can be adapted for the chapter Bylaws.)

A. **President** shall plan agendas, preside at all meetings, appoint committees, communicate regularly with the faculty advisor and other officers, and vote in a tie.

B. **Vice-President** shall take over all duties of the president during the president's absence and serve as Program Chair for the chapter.

C. **Secretary** shall keep minutes and agendas of all business meetings in a notebook, handle all correspondence approved by the faculty advisor relating to the chapter, and maintain a list of all active members and committees in the notebook.

D. **Treasurer** shall collect all membership fees and dues, deposit the funds in the chapter (or school) account, keep financial records, disperse funds as directed by the faculty advisor, and submit monthly and annual reports to the chapter.

E. **Chapter Delegate** shall get the consensus or vote of chapter members at a regular chapter meeting on survey issues or ballots provided to the delegate by the National

Council and shall submit the results, as directed.

Article V. Meetings

A. The chapter shall hold a regular meeting at least once per month.

1. Active members can vote.

2. The majority vote of active members attending a meeting shall determine the chapter vote for national elections/ballots.

B. The chapter shall sponsor at least one campus-wide program per semester.

C. The chapter shall sponsor at least one field trip for chapter (and psychology club) members per semester.

D. The officers shall participate in at least one leadership training workshop following their installation and preceding the first chapter meeting of the school year.

Article VI. Executive Board

The Executive Board shall consist of the elected officers and faculty advisor(s).

Article VII. Finances

A. New members must pay a once-in-a-lifetime, tax deductible, national membership fee of \$50 by the deadline, preceding the induction ceremony. The date of each induction is determined by the chapter.

B. Inductees shall receive a membership certificate and a Psi Beta pin. The Psi Beta National Office will send these items directly and only to the chapter's primary advisor. The primary advisor has responsibility to distribute the certificates and membership pins to the student members, including students who are unable to attend the induction ceremony.

C. The chapter shall submit a budget request to the student government annually.

Article VIII. Parliamentary Authority

All rules and regulations established by the national Psi Beta Charter, Bylaws and policies, the Student Government Bylaws, and (college name)'s policies and procedures must be adhered to over and above the local chapter Bylaws. Business meetings shall be conducted by following Robert's Rules of Order.

Article IX. Amendments

These Bylaws may be altered, amended, or repealed by a majority of the active members, following a second reading, so long as the changes are in compliance with the national Psi Beta Charter, Bylaws and policies and the institution's policies and procedures.

END OF BYLAWS

Draft Administrator Support Letter. Feel free to adapt this for the Administrator Letter of Support to be written on college letterhead and signed by your Dean and College President.

Date

To whom it may concern,

We support establishment of a Psi Beta honor society chapter on the campus of XXXX Community College. We understand that having a local chapter will promote professional development of student members by recognizing excellence in scholarship, leadership, research, and community service. We anticipate that the chapter's activities will provide members with enriching high impact experiential learning opportunities that complement our psychology program and will benefit the students, college, and community.

We also acknowledge that the Psi Beta National Honor Society is a member in good standing of the Association of College Honor Societies (ACHS).

We are pleased that one or more members of the Psychology faculty wish to step forward and volunteer their time to mentor students by advising a Psi Beta chapter.

Respectfully,

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