1. **Aims**
   a. Provide guidance, support, encouragement, and excitement for undergraduates interested in psychology.
   b. Cultivate a deeper interest in psychology beyond the classroom and expose students to new and diverse areas of psychology.
   c. Act as a liaison between students and faculty for the psychology department.
   d. Foster a sense of community among psychology majors.
   e. Build connections with outside resources and students of other majors.
   f. Educate students about post graduate opportunities, options, and future possibilities.
   g. Promote student involvement in community service.

2. **Membership**
   a. Membership is open to all Northeastern University students.
   b. There are no membership fees.
   c. Membership can be revoked based on violation of Northeastern University code of student conduct, at the discretion of the advisor, or by a ⅔ majority vote by the E-Board.

3. **Executive Board (E-Board)**
   a. E-Board membership is open to all PsyClub members.
   b. The E-Board is responsible for planning and executing all club meetings and events.
   c. If the E-Board is unable to reach consensus on an issue, decisions will be made on the basis of a majority vote.
      i. Typical issues will be decided on the basis of a simple majority vote.
      ii. Major issues, including changes to the constitution, will be decided by a ⅔ majority vote.
      iii. Decisions about what constitutes a major issue will be made by the officers and/or the faculty advisor.
   d. The four weeks following the first E-Board meeting of each semester will be considered a trial period for new E-Board members. At the end of the four weeks, the officers and/or faculty advisor will confirm or deny membership based on attendance.
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e. If an E-Board member has to miss a meeting, he or she must notify the Secretary and/or the faculty Advisor prior to the start of the meeting. Missing any combination of three E-Board or PsyClub meetings in a single semester - regardless of notification - is sufficient cause for a vote on removal from E-Board.

f. E-Board membership can be revoked based on violation of Northeastern University code of student conduct, at the discretion of the advisor, or by a majority vote by the Officers.

4. Officers

a. In order to become an officer the student must have participated in the E-Board for one full semester.

b. All E-Board members have the right to vote for officer positions; officers will be elected by a simple majority.

c. Elections for officers will be held at the end of every Spring semester, with the possibility of holding special elections in the event that an officer is unable to perform his or her duties.

   i. Newly elected officers are expected to work with current officers to ease transition.

   ii. Officers will assume full responsibilities at the start of the academic year.

d. President is responsible for

   i. Overseeing the broad functions of the club and its members.

   ii. Coordinating and running both PsyClub and E-Board meetings

   iii. Assisting E-Board members with other tasks as necessary

e. Vice President is responsible for

   i. Taking charge of meetings and responsibilities of the President in the event that he or she cannot perform his or her duties.

   ii. Acting as a liaison to other groups for coordinating club events.

   iii. Coordinating community service projects and establishing a Community Service Committee as needed.

   iv. Scheduling classrooms for meetings.

f. Treasurer is responsible for

   i. Management and oversight of all PsyClub financial affairs.

   ii. Coordinating club finances with relevant Psychology Department personnel

   iii. Coordinating fundraising events
iv. Arranging food for meetings

g. **Secretary** is responsible for
   i. Taking complete and relevant notes of all PsyClub and E-board meetings and distributing them to all E-Board members.
   ii. Facilitating communication among E-Board members about meetings and other relevant events.

h. **Public Relations Officer** is responsible for
   i. Communicating with the general club membership about upcoming meetings, events and news updates.
   ii. Maintaining the social media pages.
   iii. Maintaining and updating the PsyClub bulletin board in Nightingale Hall.
   iv. Serving as a liaison between the PsyClub and Department personnel to maintain an up-to-date and dynamic presence on the department website.
   v. Coordinating creation of posters, flyers, sidewalk chalk, and other advertising for PsyClub events with other E-Board members.

5. **Meetings**
   a. General PsyClub meetings shall occur at a regular time depending upon convenience for PsyClub members, E-board members, and faculty advisor.
   b. A room will be reserved for the same time every week for the entire semester.
   c. General Psyclub meetings will occur no more than once per week, and no less than once every two weeks.
   d. Typically, meetings will last for c. 90 minutes.
   e. E-board meetings will be held immediately before or after general meetings, or in place of them on weeks where there is no general meeting.
   f. Food will be served at every general meeting.