

# Officer Handbook 2010–11

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**What is Psi Chi?** Psi Chi is the International Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to graduate and undergraduate students who are making the study of psychology one of their major interests and who meet the minimum qualifications. Psi Chi is a member of the Association of College Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the Association for Psychological Science (APS). Psi Chi's sister honor society is Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges.

Psi Chi functions as a federation of chapters located at over 1,000 senior colleges and universities in the U.S. and Canada. The Central Office is located in Chattanooga, Tennessee. A Board of Directors, composed of psychologists who are Psi Chi members and who are elected by the chapters, guides the affairs of the organization and sets policy with the approval of the chapters.

Psi Chi serves **two major goals**—one immediate and visibly rewarding to the individual member, the other slower and more difficult to accomplish, but offering greater rewards in the long run. The first of these is the Society's **obligation to provide academic recognition to its inductees by the mere fact of membership.**

The second goal is the **obligation of each of the Society's local chapters to nurture the spark of that accomplishment by offering a climate congenial to its creative development.** For example, the chapters make active attempts to nourish and stimulate professional growth through programs designed to augment and enhance the regular curriculum and to provide practical experience and fellowship through affiliation with the chapter. In addition, the organization provides programs to help achieve these goals, including Society annual and regional conventions held annually in conjunction with the psychological associations, research award competitions, and certificate recognition programs. The Society publishes a quarterly magazine, *Eye on Psi Chi*, which helps to unite the members, inform them, and recognize their contributions and accomplishments. The quarterly *Psi Chi Journal of Undergraduate Research* fosters and rewards the scholarly efforts of undergraduate psychology students and provides a valuable learning experience by introducing them to the publishing and review process.

Students become members by joining the chapter at the school where they are enrolled. Psi Chi chapters are operated by student officers and faculty advisors. Together they select and induct the members and carry out the goals of the Society. All chapters register their inductees at the Central Office, where the membership records are preserved for reference purposes. The total number of memberships preserved at the Central Office since 1929 is over **600,000**. Many of these members have gone on to distinguished careers in psychology. For additional information about Psi Chi, visit [www.psichi.org](http://www.psichi.org).



**PSI CHI**

THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY  
Founded September 4, 1929, at the Ninth International Congress of Psychology, Yale University,  
New Haven, Connecticut | Member of the Association of College Honor Societies

# Chapter Bylaws Example for Chapters

## BYLAWS OF THE PSI CHI CHAPTER OF:

### ARTICLE I. | NAME

The name of this organization shall be the

Psi Chi Chapter, a local unit of Psi Chi, the International Honor Society in Psychology, hereinafter referred to as the Chapter and the Society.

### ARTICLE II. | PURPOSE

The purpose of Psi Chi shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

### ARTICLE III. | MEMBERS

**Section 1. Active Members.** Active members are men and women who are making the study of psychology one of their major interests and who are faculty members or students of (*name of institution*)

or are members who have been readmitted to active status by this Chapter. All shall possess high standards of personal behavior. Active members shall be entitled to participate in all chapter meetings and shall have the right to vote.

A. Student Members shall be students enrolled in undergraduate or graduate programs at the time of induction. Only student members shall be entitled to hold chapter office.

(Note: Membership requirements must meet the Society minimum criteria as stated in the Constitution of the Society. Any chapter, at its discretion, may establish higher scholastic criteria.)

1. Undergraduate Students shall be enrolled in (*name of institution*),

have registered for major or minor standing in psychology or for a program psychological in nature which is equivalent to such standings, have completed at least

<input type="text"/>	semesters or
<input type="text"/>	quarters of the college course, have completed
<input type="text"/>	semester hours or
<input type="text"/>	quarter hours of psychology, rank in the upper
<input type="text"/>	% of their class in general scholarship,
<input type="text"/>	have a minimum GPA of
<input type="text"/>	on a 4.0 scale, and have a minimum GPA of
<input type="text"/>	in psychology courses.

2. Graduate Students shall be enrolled in (*name of institution*),

and shall have a minimum grade point average of  on a 4.0 scale in all graduate courses, including psychology.

B. Faculty Members of (*name of institution*)

and other psychologists who are full-time faculty at the institution and hold a doctoral degree in psychology or psychology-related field may become active members of the chapter upon election to membership and induction into Psi Chi. Faculty Members shall not be eligible to hold chapter office.

**Section 2.** Membership in Psi Chi is open to qualified candidates of any age, sex, sexual orientation, race, handicap or disability, color, religion, and national and ethnic origin.

**Section 3.** Election to membership shall be by a two-thirds vote at a regular meeting of the Chapter.

**Section 4.** Prior to induction, each prospective member shall pay an induction fee as determined by the Society, which shall entitle the inductee to life membership without payment of further dues or assessments to the Society. All active members shall pay chapter dues as established by the Chapter.

### ARTICLE IV. | OFFICERS

**Section 1.** The officers of this chapter shall be a President, Vice President, Secretary, and Treasurer. The officers shall perform the duties prescribed by these bylaws, the constitution and bylaws of the Society, and by the parliamentary authority adopted by the chapter, and shall fulfill such other duties and requirements as may be determined by the Society.

(Note: There must be at least three elected officers representing the above functions. A chapter may also have other officers if desired, such as president-elect, additional vice presidents, recording and corresponding secretaries, editor, historian, etc.)

**Section 2.** At the regular chapter meeting preceding the meeting at which the election of officers is to be held, a nominating committee of three to five active members shall be elected. The chair shall be a member of the Executive Committee, and at least one member shall be a faculty member of (*name of institution*).

It shall be the duty of this committee to nominate candidates for the offices to be filled at the regular meeting in (*month*).

Before the election, additional nominations from the floor shall be permitted.

**Section 3.** The officers shall be elected by ballot to serve for one year or until their successors are elected, and the term of office shall begin

(*state when*). In the event there is only one candidate for an office, the election may be by voice vote.

**Section 4.** No member shall hold more than one office at a time, and no member shall serve more than two terms in the same office.

**Section 5.** Should the office of President become vacant, it shall be filled by the Vice President. A vacancy in any other office shall be filled by the Executive Committee with the approval of the Chapter Advisor.

### ARTICLE V | MEETINGS

**Section 1. Regular Meetings.** The Executive Committee and the Chapter Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings to each active member.

**Section 2. Special Meetings.** Special Meetings can be called by the President or the Executive Committee and shall be called upon the written request of ten active members of the Chapter. The purpose of the meeting shall be stated in the call, and business shall be limited to that which is stated in the call. Except in cases of emergency, at least three days' notice shall be given.

**Section 3. Quorum.** Those active members present shall constitute a quorum for the transaction of business.



# Chapter Officer Guidelines

## Duties of Officers

### Chapter Officer Transition and Continuity

Continuity is one of the most essential attributes of a successful Psi Chi chapter. Although particular chapters might excel occasionally based on the strengths of individual officers, the consistently successful chapters are those that plan and carry out programs that ensure continuity from year to year.

Because the student leadership of Psi Chi chapters changes from year to year, it is imperative that chapter officers seek to train newly elected officers and prepare them for the transition of chapter leadership. The Psi Chi Central Office receives innumerable requests for help from chapter officers who have assumed their duties with little or no help from those who preceded them. These new officers often have not received any chapter materials from their predecessors, they have not been informed or trained concerning their duties, and they are unfamiliar with local and Society procedures.

The most commonly heard comment concerning unsuccessful transitions is that the end of the spring semester is a particularly busy time in the school year, especially for graduating seniors (*and most chapter officers are seniors*). And yet a large number of chapters elect and install new officers in the latter half of the spring semester. Even worse, some chapters wait until the fall to elect new officers, when it is almost impossible to effect a successful transition of leadership. Another problem related to the late election of new officers is that sometimes the registrations of new members are not sent to the Central Office because of the confusing transition late in the year.

This common problem is being solved by an increasing number of chapters who have moved their officer elections to either the end of the fall semester or the beginning of the spring semester. The officers-elect then have the opportunity to work along with the incumbent officers for an entire semester, learning the duties of their offices and the proper procedures involved on the local and Society levels. There is more time to pass on chapter materials and other crucial information, and there is less of a chance that the proper handling of new registrations will be overlooked. Another benefit is that the new officers have more time for planning and preparing for a strong start-up in the fall.

In addition, the Psi Chi Central Office strongly encourages each officer and each standing committee to establish a notebook to be used and passed on from year to year. All of the records, forms, materials, and information necessary and helpful for the performance of the duties of the office or committee can thus be kept together in an organized fashion and more easily be transferred to successors. Not only does this practice help to ensure the continuity and success of the chapter, it also saves new officers and committee members a tremendous amount of valuable time that would otherwise be spent in gathering information and “reinventing the wheel,” and it makes it possible for the chapter to benefit from cumulative wisdom and experience concerning how to operate the chapter efficiently and effectively.

### Chapter Leadership and Organization

The following outline is offered as a set of guidelines to assist chapters in organizing and defining leadership roles and responsibilities. These guidelines have been gleaned and compiled from the accumulated wisdom and past experiences of numerous successful Psi Chi chapters. The Psi Chi Central Office does not require that every chapter conform to these guidelines; rather, we encourage each chapter to use them as a valuable resource and adapt them to the chapter’s particular needs and circumstances.

## President

### General Duties

- Chapter leadership
  1. Provide role model of enthusiasm, integrity, fairness.
  2. Lead membership—define and pursue goals and objectives of chapter.
  3. Delegate responsibilities: ensure all members are assigned a task or placed on a committee so each member can participate in the activities and work of the chapter.
- Chapter meetings
  1. Call meetings to order and preside at meetings.
  2. Announce business before the chapter.
  3. Preserve order and decorum.
  4. Be familiar with parliamentary procedure.

### Specific Duties

#### Following election and before end of spring term

- Receive thorough orientation from preceding president and from faculty advisor(s). Ensure that predecessor turns over to you all necessary chapter materials, including president’s notebook. President’s notebook should contain all forms and materials for operating the chapter at the local and Society levels, including Central Office forms and mailings, copies of minutes of past meetings, membership roll, list of committees, chapter budgets, reports of chapter activities, and any other notes or materials found to be helpful in carrying on the duties of chapter president.
- Confirm with faculty advisor(s) and outgoing officers that accounts from academic year are cleared and that all reports have been submitted to Central Office.
- Registration materials (form, cards, fees) sent to Central Office.
- All supplies ordered from Central Office paid for.
- Chapter activities report—one per year submitted to Central Office.
- New officers report to Central Office.
- All other chapter bills paid.
- Study and follow *Psi Chi Chapter Handbook*.
- Become familiar with resources, both local and Society level.
- Plan meeting to prepare for upcoming academic year.

#### Begins with fall term and continues through year:

- Be sure that Psi Chi has met requirements for campus recognition with dean of students (or similar office) and student government.
- Survey campus needs and individual members’ talents in planning service and leadership projects.
- Plan a retreat or kick-off meeting in late summer or early fall so members can get acquainted with each other, and goals and objectives for year can be established.
- Involve all members on committees and in activities and delegate and assign responsibilities. Always follow up.
- Keep a list of objectives with dates and deadlines.
- Establish regular meeting times
  - for entire chapter
  - for officers and advisor(s)
- Determine if extra funds are necessary and plan fundraising functions.
- Make appointment early in the year with president of your college or university and with dean of students
  - Offer services of your chapter to assist with projects.
  - Invite president and/or dean of your institution to speak at a meeting or other event.
  - Describe Psi Chi, its goals, and its accomplishments at your chapter and at the Society level (check *Eye on Psi Chi* for Society and chapter activities).
- Be prepared to represent Psi Chi whenever the occasion arises.
- Ensure that the chapter participates in Society Psi Chi elections.

#### Before end of spring term

- Ensure all required forms have been sent to the Central Office, including the year-end chapter report.
- Ensure all new officers have received officer materials from their predecessors and they are comfortable with their working knowledge of their duties and responsibilities.

# Chapter Officer Guidelines

## Vice-President

- Receive thorough orientation from preceding vice-president. Ensure that predecessor turns over to you all necessary chapter materials, including vice-president's notebook. Vice-president's notebook should contain membership roll, records of past programs and activities, information about obtaining facilities, a list of chapter committees, and all other past records and materials necessary or helpful to the vice-president for carrying out the vice-president's duties.
- In absence of president, or at request of president, perform president's duties.
- Serve as program chair for chapter.
  - Introduce speakers at meetings and programs.
  - Obtain facilities for meetings and programs.
  - Ensure that all meetings and programs are properly publicized.
- Assist chairs of committees.
- Assist secretary in preparing report of chapter activities to send to Central Office.
- Keep in close contact with president and faculty advisor(s).
- Organize nomination and election of chapter officers, preferably at the end of fall term or beginning of spring term to allow new officers to work with incumbent officers and become familiar with duties of office.
- Orient successor and turn all materials over to that person, including vice-president's notebook.

## Secretary

- Receive thorough orientation from preceding secretary. Ensure that predecessor turns over to you all necessary chapter materials, including secretary's notebook. Secretary's notebook should contain membership roll, copies of registration materials and forms, copies of minutes of past meetings, attendance records, list of chapter committees, copies of past correspondence, records and reports of chapter programs and activities, all forms and materials for operating the chapter at the local and Society levels, and any other notes or materials found to be helpful in carrying on the duties of chapter secretary.
- Take and record minutes of each meeting.
  - Distribute copies of minutes or make copies available to all members.
  - Keep accurate roll of members' attendance at meetings.
- Prepare an order of business for the president.
- Keep a list of all committees of the chapter.
- Have custody of all papers of the chapter not in the custody of the other officers or the faculty advisor(s).
- Sign the chapter's order to the treasurer for the disbursement of any of the chapter's funds.
- Carry on necessary correspondence.
- Compile list of email addresses of all chapter members.
- Distribute all emailed *Psi Chi Digest* messages from the Central Office
- Notify all members and advisors of place and time of meetings, elections, inductions, and other chapter activities.
- See that registration cards are properly filled out, prepare registration forms, and ensure that registration materials are sent to the Central Office at least three weeks prior to all inductions.
- Prepare report of chapter activities and election of new chapter officers and send to the Central Office for publication in *Eye on Psi Chi*.
- Receive and distribute all materials from the Central Office, including copies of *Eye on Psi Chi*.
- Orient successor and turn all materials over to that person, including secretary's notebook.

## Treasurer

- Ensure that former treasurer turns over to you all officer materials, including the treasurer's notebook and permanent-bound accounting book. If a treasurer's notebook and permanent-bound accounting book are not being used, establish and start using them.
  - Treasurer's notebook should contain all forms and materials for operating chapter at the local and Society levels, past and current chapter budgets, and any other notes or materials found to be helpful in carrying on the duties of chapter treasurer.
  - Permanent-bound accounting book should contain records of all financial transactions (income and expenditures) of the chapter, including membership fees, dues, orders for supplies and special certificates, payment of bills, etc.
- Verify information concerning Psi Chi funds, deposits, and accounts, and change signature on all bank accounts from predecessor to yourself.
- Confirm with predecessor that the year-end financial report has been filed with the Central Office for previous year.
- Establish working budget with your chapter.
- Collect all fees and dues. All Society registration fees should be collected and deposited in time for one check or money order to be obtained and sent to the Central Office no later than three weeks before the induction of new members is to take place.
- Pay all bills promptly. Ensure that all disbursements of chapter funds are made on order of the chapter.
- Report to chapter on a regular basis, including an end-of-the-year report. The financial records should be kept up to date and readily available for observation by advisors, officers, and members of the chapter. Because of the importance of keeping these records accurate and safe, always keep them in a secure location in the department or chapter office. They should not be taken home or carried about casually.
- Complete the year-end financial report for current year and file with the Central Office.
- Orient successor and turn all materials over to that person, including treasurer's notebook and permanent-bound accounting book. Ensure that all records are in order before turning them over to successor. With new treasurer, change signature on all bank accounts.

## Possible Supplementary Offices and/or Committees

The most active and successful chapters are those in which all members take part in the activities and work of the chapter. Though each chapter is different, the following categories illustrate the types of offices and/or

committees that many chapters have found useful to accomplish more efficiently their unique objectives and goals. As with all other offices and committees, one of the most important duties is to preserve the continuity of the

chapter by ensuring that all information and materials are obtained from predecessors and then passed on to successors. Keeping and passing on a notebook for each office and/or committee is highly recommended.

### Historian

1. Compile chapter history as it is made.
2. See that photographs are taken at Psi Chi events.
3. Collect clippings and important correspondence.
4. Prepare scrapbook detailing events of the year.
5. Promote awareness of anniversaries and past events and successes.
6. Ensure that the chapter's historical records are properly preserved.

### Publicity/Public Relations

1. Promote awareness of Psi Chi (both the Society organization and the local chapter) to the campus community and the community at large.
2. Publicize all Psi Chi events, programs, and activities.
3. Distribute monthly calendars to members (or similar schedule of activities).
4. Establish and maintain good relations with campus media.
5. Submit newsworthy items about chapter or individual members to campus and community media (and also to the Central Office for *Eye on Psi Chi*).
6. Solicit news items from members.

### Membership

1. Organize membership drives.
2. Ensure that all student information is gathered and processed properly to determine eligibility for membership.
3. Ensure that all registration materials are completed and sent with fees to the Central Office at least three weeks prior to induction.
4. Plan induction ceremonies, preferably at least two each year.

### Program

This category often is broken down even further into the following types of programs and activities:

1. Speakers/Symposia/Colloquia/Workshops/ Field Trips
2. Service Projects/Philanthropies/Tutoring/Advising
3. Fundraising
4. Social

### Editor/Newsletter/Journal

1. Be responsible for chapter publications.
2. Encourage the publication of student research.

### Campus Liaison

1. Serve as liaison between Psi Chi and other campus organizations.
2. Represent Psi Chi in student government association or similar group.
3. Promote interaction and cosponsorship with other campus organizations.

### Student/Faculty Liaison

1. Serve as liaison between members/psychology students and faculty members.
2. Assist faculty members with student advising.
3. Aid faculty members in finding students to assist with research.
4. Aid students in finding faculty members who are doing research in their areas of interest.

### Alumni

1. Serve as liaison with area and chapter alumni.
2. Establish and maintain a mailing list of chapter alumni.
3. Use mailing list to keep alumni informed of chapter activities.
4. Incorporate alumni into current chapter programs as speakers, workshop leaders, etc.
5. Send copies of alumni records to Central Office.

### Elections

1. Organize nomination and election of chapter officers, preferably at the end of fall term or beginning of spring term to allow ample time for new officers to work with incumbent officers and become familiar with duties of office.
2. Make sure that chapter election procedures are included in chapter bylaws to ensure fairness and continuity from year to year.
3. Nominate candidates for Society office on behalf of the chapter (must be submitted by December 15).
4. Ensure that the chapter is aware of Society elections, becomes familiar with candidates, takes a vote of the membership, and sends the official chapter ballot recording the results of that vote to the Central Office prior to the ballot deadline (must be submitted by March 15).

### Awards

1. Organize and plan for awards to be presented to outstanding student members and faculty.
2. Develop and oversee scholarship fund.
3. Ensure that members are aware of Society Psi Chi research awards and grants, and encourage them to apply.
4. Nominate faculty advisor for regional or Society advisor award, nominate chapter for regional or Society chapter awards, and nominate chapter president for Wilson Leadership Award.
5. Encourage chapter to fulfill all requirements for a Model Chapter Award.

### Website

1. Gather information for, organize, and maintain chapter website (or webpage). For ideas, see other Psi Chi chapter websites at [www.psichi.org/chapters/websites.aspx](http://www.psichi.org/chapters/websites.aspx)

# Rituals Formal Ritual for the Induction of New Members

**President:** Members of Psi Chi, your purpose in meeting here is to induct into Psi Chi, the International Honor Society in Psychology, [number: \_\_\_\_\_] members who are earnest students in the field of psychology. Secretary, have these persons met the qualifications for membership in this Society?

**Secretary:** We have carefully examined the records of these candidates and recommend them to you because we believe they possess a vital interest in the science of psychology and show promise in the field.

**President:** You are about to be inducted into an organization which is international in scope, international in interests, and international in opportunities. Active members may hold office and vote on issues of societal importance to Psi Chi, as well as attend regional and Society annual psychology conventions. By your presence you have indicated a desire to be instructed in the purposes and ideals of Psi Chi.

[To the candidates:]

**President:** If upon hearing these instructions you still desire to join our fellowship, you will affirm your acceptance of the responsibilities of your membership and sign the [name of school:]

Psi Chi Chapter Roll. Mr./Madam Vice-President, will you please instruct the candidates.

**Vice-President:** Before assuming membership in Psi Chi, we invite you to know the history and purposes of the organization, its standards and ideals. The purpose of Psi Chi is to encourage, stimulate, and maintain excellence in scholarship and to advance the science of psychology. These aims are admirably summarized in the two Greek words, "Psyche" [Psy-key] and "Cheires" [Ky-race].

[A member to the right of the Vice-President will explain "Psyche."]

**Member:** "Psyche" [Psy-key] may suggest "mind." "Psyche" may also suggest scholarship and enrichment of the mind. That this purpose shall be fulfilled, we have chosen as members those whose academic records are outstanding. If you are true to this ideal, you will strive to bring credit to Psi Chi in your academic work. Yet, scholarship means more than the attainment of an honorable record. It demands that you not be content with merely

adequate performance of the tasks required of you, but that you strive for real mastery of the subject to which you are devoting your mind. The test of this is within yourself. Be satisfied only with work well done, and finally, remember that true scholarship requires integrity.

[A member to the left of the Vice-President will explain "Cheires:"]

**Member:** "Cheires" [Kyrace], meaning "hands," stands for fellowship and research. Herein lies the real test of your interest in this field. The word has its origin in fruitful fellowship; it is the culmination of careful scholarship. It does not require expensive apparatus and elaborate techniques, although these are sometimes of value, but rather it demands observation, logical thinking, and critical-yet tolerant-open-mindedness. If you follow these standards wherever you are and whatever your position, you will contribute your share to human progress. Our motto, "Psyche Cheires," may be expressed in these words: cooperation in the investigation and cultivation of the mind.

[The Platonic Myth (on page 12) which follows this ritual may be read by the Chapter President here or at the conclusion of the ceremony.]

**Vice-President:** As future psychologists, you should acquire an attitude of tolerance toward those whose opinions or behavior differ from your own. One of the most fundamental teachings of psychology is the fact that individuals differ. This means that they have varying interests and motives, and that they strive for different goals. You may look upon your science as a developing effort to understand human nature. As you grow in perspective, you will become more dissatisfied with the incompleteness of your science.

This will be an indication of maturity. With respect to your association with the local chapter of Psi Chi, the members have the right to expect you to attend all meetings except when absence is unavoidable, participate in programs when invited, further the cause of psychology on campus, and adopt the role of loyal alumni in the years ahead.

You have heard the aims and ideals of Psi Chi. Do you, as students in the field of psychology, accept its standards and purposes as your own? If so, say, "I do."

**Candidates:** I do.

**Vice-President:** Mr./Madam President, I recommend these candidates to you because I believe they possess a vital interest in the science of psychology and show promise by their academic records and by the pledges just made.

**President:** You have signified your acceptance of the conditions of membership offered to you. Will you, to the best of your ability, elevate and advance the science of psychology, add to its share of knowledge, and assist in its search for truth? If so, say, "I will."

**Candidates:** I will.

**President:** You will then sign the

chapter roll as the Secretary reads your name. Your signature will be evidence of your pledge.

[As each name is read, the candidate comes forward, receives a membership certificate and card and signs the chapter registration book. The candlelight ceremony, may be inserted at this time.]

**President:** We welcome you to Psi Chi's fellowship of common interest, mutual assistance, and high endeavor.

[The Chapter President may read the Platonic Myth at this time or above, after the reading of the explanation of symbols, "Psyche" and "Cheires."]

## Informal Ritual for the Induction of New Members

**President:** Members of Psi Chi, our purpose in meeting here is to induct into Psi Chi, the International Honor Society in Psychology, [number: \_\_\_\_\_] persons who are dedicated students in the field of psychology. Secretary, have these persons met the qualifications for membership in this Society?

**Secretary:** The qualifications of these candidates have been carefully reviewed and we believe they have demonstrated an active interest in the science of psychology and show promise as indicated by their academic records.

**President:** You are about to be inducted into an organization which is international in scope, international in interests, and international in opportunities. Active members are invited to participate not only in the activities of the local chapter, but also in those of the regional and Society organization. Before accepting membership in Psi Chi, we invite you to hear its standards and ideals. The purpose of Psi Chi is to encourage, stimulate, and maintain excellence in scholarship and to advance the science of psychology. The name of our organization, Psi Chi, represents the two Greek words, "Psyche" [Psy-key] and "Cheires" [Ky-race]. "Psyche" [Psy-key] suggests scholarship and enrichment of our minds; therefore, we have chosen as members those whose academic records are outstanding. "Cheires" [Ky-race] stands for fellowship and research. By joining this organization, we work together for

through observation, logical thinking, and critical—yet tolerant—open-mindedness. We accept that a fundamental teaching of psychology is the fact that individuals differ. This means that they have varying interests and motives, and that they may strive for different goals. We look upon our science as a developing effort to understand human nature.

With respect to your association with our chapter of Psi Chi, we as members have a right to expect you to attend our meetings, participate in our programs, further the cause of psychology on campus, and adopt the role of loyal alumni in the years ahead.

You have heard the aims and ideals of Psi Chi. Do you, as students in the field of psychology, accept its goals and purposes as your own? If so, say "I do."

**Candidates:** I do.

**President:** You have signified your acceptance of the conditions of membership offered to you. We invite you to sign the chapter roll as the Secretary reads your name. Your signature will be evidence of your pledge.

[As each name is read, the candidate comes forward and receives a membership certificate and card and signs the chapter registration book. The candlelight ceremony, found on the back cover of this booklet, may be inserted at this time.]

**President:** We welcome you to our chapter and look forward to our fellowship.

# Formal Ritual for the Installation of Officers

[The installation officer may be a Psi Chi member of the chapter's choosing; e.g., an outgoing officer.]

**Installation Officer:** Members of the [name of school:]

[redacted]

Chapter of Psi Chi, we are about to install in office those members of the group whom you have chosen to represent and lead you. The position of leadership is an honor, and along with any honor goes responsibility. Only the person who accepts the responsibility together with the honor is truly happy and effective as a leader.

[Turning to the faculty advisor:]

**Installation Officer:** Faculty advisor, has the group selected a Treasurer?

**Faculty Advisor:** It has.

**Installation Officer:** I ask the Treasurer of the chapter to come forward to be installed in office.

[The faculty advisor reads the name of the elected Treasurer who comes forward and stands by the side of the installation officer.]

**Installation Officer:** As Treasurer, you are to pay out funds only on the order of the chapter. You are required to present to the chapter an annual report showing the amount on hand at the beginning of the year, the amount collected during the year, and the amount expended during the year on order of the chapter; to keep accurate records of these several items so that an accurate check can be made at any time by the chapter; to see that the induction fees are sent to the Central Office before induction takes place; and to send to the Central Office an annual financial report before the close of the chapter's fiscal year. Are you prepared to assume and to discharge these responsibilities?

**Treasurer:** I am.

**Installation Officer:** The faculty advisor will now deliver to you the equipment of your office.

[The faculty advisor hands the Treasurer the Treasurer's Notebook and a permanent-bound book to keep a record of the chapter's income and expenses..]

**Installation Officer:** I now declare you duly installed as the Treasurer of the [name of school:]

[redacted]

Chapter of Psi Chi.

[The Treasurer is assigned a chair at the installation table. Installation officer turns back to faculty advisor:]

**Installation Officer:** Faculty advisor, has the group selected a Secretary?

**Faculty Advisor:** It has.

**Installation Officer:** I ask the Secretary of the chapter to come forward to be installed in office.

[The advisor reads the name of the elected Secretary who comes forward and stands by the side of the installation officer.]

**Installation Officer:** As Secretary, you are required to keep an accurate record of the proceedings or minutes of each meeting in the form prescribed in *Robert's Rules of Order*, to have them ready for inspection by any member of the chapter at any time, and to read them at meetings of the chapter or circulate them to the members; to prepare an order of business for the President of the chapter; to keep a list of all committees of the chapter; to have custody of all papers of the chapter not in the custody of other officers or the faculty advisor; to sign the chapter's order to the Treasurer for the disbursement of any of the chapter's funds; to see that registration cards are properly filled out and sent to the Central Office before an induction takes place; to see that key order blanks are properly filled out, signed, and sent to the Central Office for approval; to send news of the chapter activities regularly as they take place to the Central Office for publication in the Psi Chi newsletter; to receive and distribute all materials from the Central Office; and to report to the Central Office election of officers as they take place. Are you prepared to assume and discharge these responsibilities?

**Secretary:** I am.

**Installation Officer:** The faculty advisor will now deliver to you the equipment of your office.

[The faculty advisor hands the Secretary the Secretary's Notebook.]

**Installation Officer:** I now declare you duly installed as the Secretary of the [name of school:]

[redacted]

Chapter of Psi Chi.

[The Secretary is assigned a chair at the installation table. Installation officer turns back to the faculty advisor:]

**Installation Officer:** Faculty advisor, has the group selected a Vice-President?

**Faculty Advisor:** It has.

**Installation Officer:** I ask the Vice-

President of the chapter to come forward to be installed in office.

[The faculty advisor reads the name of the elected Vice-President who comes forward and stands by the side of the installation officer.]

**Installation Officer:** As Vice-President, you are required to be ready to assume duties of the regularly elected President in the absence of that officer. You are also to serve as program chair person. As go the meetings, so goes the interest in the meetings. You are responsible for introducing speakers at meetings and for obtaining facilities for meetings. Are you prepared to assume and discharge these responsibilities?

**Vice-President:** I am.

**Installation Officer:** The faculty advisor will now deliver to you the equipment of your office.

[The faculty advisor hands the Vice-President the Vice-President's Notebook.]

**Installation Officer:** I now declare you duly installed as the Vice-President of the [name of school:]

[redacted]

Chapter of Psi Chi.

[The Vice-President is assigned a chair at the installation table. Installation officer turns back to the faculty advisor.]

**Installation Officer:** Faculty advisor, has the group selected a President?

**Faculty Advisor:** It has.

**Installation Officer:** I ask the President of the chapter to come forward to be installed in office.

[The faculty advisor reads the name of the elected President who comes forward and stands by the side of the installation officer.]

**Installation Officer:** As President, you will find a detailed statement of your duties in *Robert's Rules of Order*. In general, you are expected to call the meetings to order, to preside at all meetings, to announce the business before the chapter, to preserve order and decorum, and to be familiar with parliamentary procedure. The conduct, value, and contribution to [name of school:]

[redacted]

exhibited by this chapter rest upon your shoulders more than upon those of any other officer or member of the chapter. Are you prepared to assume and discharge these responsibilities?

**President:** I am.

**Installation Officer:** The faculty advisor will now deliver to you the equipment of your office.

[The faculty advisor hands the President the gavel, the President's Notebook, and other paraphernalia, if any.]

**Installation Officer:** I now declare you duly installed as the President of the [name of school:]

[redacted]

Chapter of Psi Chi.

**Installation Officer:** You are now officers of the [name of school:]

[redacted]

Chapter of Psi Chi. In assuming the privileges and responsibilities of your offices, you are responsible for this chapter.

[To the President:]

**Installation Officer:** To you is entrusted the care of this chapter. When your term of office expires, you will entrust it to your successor, and so on down the line as long as the chapter exists. May the chapter always be guided by capable leaders.

[The President is seated at an appropriate place at the table with the other officers.]

**Installation Officer:** Since the officers have been invested with their duties of office, I put the meeting into the hands of the President.

[Installation officer leaves the table and takes a seat with the remainder of the audience.]

## Important note concerning equipment of chapter offices:

One of the greatest challenges faced by Psi Chi chapters is ensuring a successful transition of leadership from one year to the next. As stated in the *Chapter Officer Guidelines* (see Chapter Notebook) each chapter officer should have a notebook to keep in one place all materials necessary for effectively carrying out that office. (Chapters should purchase permanent notebooks for use by each officer.) In other words, the chapter president should have (and pass on to the new president) a President's Notebook, the vice-president a Vice-President's Notebook, etc. All officer notebooks should include a copy of the Psi Chi Constitution. Refer to the *Chapter Officer Guidelines* section for more information concerning the types of materials that should be kept in each notebook.

# Informal Ritual for the Installation of Officers

[The installation officer may be a Psi Chi member of the chapter's choosing; e.g., an outgoing officer.]

**Installation Officer:** Members of the [name of school:]

Chapter of Psi Chi, we are about to install as officers those members of the group you have chosen to represent and lead you. The officers who are elected include:

Treasurer, [name:];

Secretary, [name:];

Vice-President, [name:];

and President, [name:].

Will these persons please come forward?

[The officers present themselves before the installation officer.]

**Installation Officer:** You have read

the duties of your office as outlined in the formal ritual for the induction of officers. Are you prepared to assume and discharge these responsibilities? If so, answer "I am."

**Candidates:** I am.

**Installation Officer:** Receive the equipment of your office.

[The installation officer hands to each officer, beginning with the Treasurer, the equipment of each respective office.]

**Installation Officer:** You are now

duly elected officers of the [name of school:] Chapter of Psi Chi.

In assuming the privileges and responsibilities of your office, you are responsible for this chapter.

[To the President:]

**Installation Officer:** To you is entrusted the care of this chapter.

[To the members:]

**Installation Officer:** I put this meeting into the hands of the President.

## Platonic Myth

Many years ago, Plato told the following story to his students:

You, as all mortals, come into this world barren of knowledge and innocent of all truth. Of reality you know nothing. Like prisoners in a dark and cavernous chamber, arms shackled and weights about their necks, permitting them to see only the wall in front of them, you are chained in the dungeon of ignorance. People walk behind the prisoners carrying with them statues of men and images of animals wrought in wood and stone, but they see them not. Only the shadows of these images fall within their ken. The people speak. Their voices the prisoners impute to the shadows.

In the course of nature, the prisoners are released from their fetters. For the first time they move, stand erect, turn and face the light. A new world confronts them. The newness of the vision blinds them. Unseen people are still passing by carrying with them the statues of men and images of animals. With pain and difficulty the prisoners discern these statues as the source of the shadows. The people speak again. Their voices the prisoners now impute to the statues.

The prisoners are now dragged into the open light. Their vision slowly becomes clear. Instead of phantoms and shadows, in place of statues and models, they perceive the real. People and objects are distinguished from their images and shadows. Their adaptation continues and they see ever more clearly until in the distance they discern the source of the light. Now they may understand what has given rise to their vision.

Bewilderment is the lot of us all. Often we perceive only models of the truth. But we must go yet farther and find the very source of things with which we are dealing. We strive to free ourselves from the shackles of imperfect knowledge and attempt to come closer to a clear understanding of human thought and activity.

Psi Chi invites you to share these strivings with those who share your interests.

## Candlelight Ceremony for Inducting Members

"Honor is the reward of merit." — Cicero

### Items needed:

1. Candles (with holders, if available) for each inductee
2. Psi Chi jewelry or buttons<sup>1</sup> (optional)
3. Certificates of membership and membership cards

Faculty Advisor(s), faculty members of Psi Chi, Chapter President, Vice-President, Secretary, Treasurer, and Induction Officer (if you have a special person to serve as induction officer) are to be lined up behind head table for the ceremony.

Lights in room are either turned off or dimmed.

Inductees are called by name to the head table either singly or in a group by the Faculty Advisor, Chapter President, or Induction Officer.

<sup>1</sup>Psi Chi jewelry and buttons are available through the Psi Chi Central Office.

### Ceremony

[This ceremony may be added to the formal ceremony on page or the informal ceremony on page 10]

1. "Inductee [full name], come forward to receive the congratulations of your peers."
2. "Honor is the reward of merit." [Light candle and pass it through the hands of Psi Chi members present at head table.]
3. "Because of your merit, you have earned the reward of honor. May this candle light your pathway as you seek your goal of academic excellence." [Hand candle to inductee/s.]
4. "Congratulations and welcome to Psi Chi." [Jewelry or buttons can be given together with the membership certificate and card at this time.]

\*The description of Psi Chi entitled "What is Psi Chi?"; found on the cover, and the "Platonic Myth" may be used with any of the above rituals.