

BY-LAWS FOR THE ORGANIZATION OF PSYCHOLOGY STUDENTS

Article I: Name

The name of this organization shall be the ORGANIZATION OF PSYCHOLOGY STUDENTS, herein after referred to as "OPS."

Article II: Purpose

The purpose of this organization shall be:

- *to satisfy the need for cooperation and open participation of students in the planning and implementation of the graduate level psychology curriculum at the Ferkauf Graduate School of Psychology, hereinafter referred to as "Ferkauf;"
- *to provide Ferkauf students with information relevant to their academic and professional careers;
- *to facilitate communication between students and administration/faculty as well as student organizations and alumni by acting as a liaison between the groups;
- *to improve the quality of student life at Ferkauf;
- *to offer seminars, workshops, professional activities and the like for students at Ferkauf on various topics of interest;
- *to provide funding for research and conferences.

Article III: Membership

Article III: Section 1

The membership of this organization shall consist of all enrolled Ferkauf graduate psychology students who shall be current in his or her payment of the student activity fee.

Article III: Section 2

This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation or disability.

Article IV: Executive Board and Officers

Article IV: Section 1.

The Executive Board of OPS shall consist of no less than seven members representing each of the Ferkauf Graduate School of Psychology Programs (herein after referred to as "Board") who shall be elected to a two year term by the general OPS membership from each Program except for the Master's Program representative who shall be elected to a one year term.

Article IV: Section 2. Term of Office

Each Board member shall serve for two calendar years, as set forth in Section 3, below, commencing at the close of the December Board meeting immediately following elections and ending at the close of the December Board meeting two years hence. Each board member shall be compensated in accordance with these bylaws.

All outgoing and newly elected representatives shall attend the December Board meeting.

Article IV: Section 3. Representation

The Executive Board shall be elected representatively amongst the various Ferkauf graduate programs. Each program shall elect representative(s) from its student body as follows:

- *School Clinical Child Program- one representative elected in even numbered years
- *School Clinical Child Program- one representative elected in odd numbered years
- *Clinical Health Program- one representative elected in odd numbered years
- *Clinical Program - one representative elected in even numbered years
- *Clinical Program - one representative elected in odd numbered years
- *Developmental Program - one representative elected in even number years
- *Masters Program- one representative elected every year

Article IV: Section 4. Notice

The Executive Board shall post notice of the nomination and election dates beginning no later than the third week of October. Such notice shall be posted on the OPS bulletin board located in the student lounge and in other conspicuous areas throughout the Ferkauf building.

Article IV: Section 5. Nomination and Election Dates

Nominations for each Executive Board position shall be submitted no later than the first week of November. The election of the Executive Board shall be held during the third week of November each and every academic year.

Article IV: Section 6. Eligibility

Any OPS member in good standing shall be eligible to place his or her name in nomination for election or reelection to the Board. A member may nominate themselves, may be nominated by any other OPS member, or may be nominated by the faculty. Nominees shall submit a one page summary of their eligibility and goals as an OPS board member upon nomination.

Article IV: Section 7. Election

1. At the close of nominations, the OPS Board shall prepare a ballot containing the names of each individual nominated for each of the representative positions. On or before the Monday of the third week of November, one ballot for each member of OPS belonging to the applicable program shall be placed in each member's mailbox located in the student lounge.
2. A secure location for the return of the ballots shall be designated. Students shall be permitted to place their votes by ballots at the designated location until 4:00PM on the Thursday of the third week of November. As soon as practicable, the Executive Board shall tally the results of the ballots and promptly announce the names of the recipients of the highest number of votes in each Program.
3. In the event of a tie, a run-off election shall be held in the Program in which the tie occurred.
4. In the event that a representative position is not filled for a Program during the election, for any reason, one of the duly elected members of the executive board shall be designated as liaison for the unrepresented program and shall fulfill all of the duties of that representative position until the vacancy is filled.

Article IV: Section 8. Vacancies

1. In the event of a vacancy, a special election shall be held within the Program in which the vacancy occurred. Notice of nomination and election shall be posted within one week of the vacancy. Such notice shall be posted on the OPS bulletin board located in the student lounge and in other conspicuous areas throughout the Ferkauf building. Nominations to fill the vacancy shall be accepted, in accordance with the rules as stated above, during the second week of the vacancy beginning the Tuesday of the second week after the vacancy occurred until 4:00PM on the Thursday of the second week after the vacancy occurred.
2. At the close of nominations, the OPS Board shall prepare a ballot containing the names of each individual nominated to fill the vacancy. On or before the Monday of the fourth week from the date the vacancy occurred one ballot for each member of OPS from the Program in which the vacancy occurred shall be placed in each members mailbox located in the student lounge.
3. A secure location for the return of the ballots shall be designated. Students shall be permitted to place their votes by ballot at the designated location until 4:00PM on the Thursday of the fourth week from the date the vacancy occurred. As soon as practicable, the Executive Board shall tally the results of the ballots and promptly announce the name of the recipient of the highest number of votes.
4. The member who receives the highest number of votes shall serve for the remainder of the term in accordance with the By-Laws.
5. In the event of a tie, a run-off election shall be held.

Article IV: Section 9. Officers

At the December Executive Board meeting the newly elected members shall caucus and elect from amongst themselves the following officers:

- *Co-Chairperson
- *Co-Chairperson
- *Secretary
- *Treasurer
- *Special Projects
- *Publicity
- *Social

Such duly elected officers shall commence their duties at the close of the December meeting.

Article IV: Section 10. Responsibilities of Officers

- *Co-Chairperson - The Chairperson, or her duly elected representative, shall be responsible for calling and running each meeting of the Board.
- *Secretary - Shall post duly accepted minutes on the OPS bulletin board.
- *Treasurer - Shall be responsible for preparing a budget to be voted on and distributed at the September and January meeting; maintaining the OPS bank account; give monthly accounting to the Board of the financial status of OPS bank account(s).

Article IV: Section 11. Standing Committees

The following are the standing committees of the Organization of Psychology Students:

- *social/quality-of-life (including socials, mid-term and finals food, etc);
- *public relations;
- *purchasing;
- *alumni relations;
- *publication/website;
- *literary committee;
- *academic activities such as, colloquia and colloquia partnerships with various departments;
- *orientation;
- *bulletin board;
- *research awards/conference grants.

Article IV: Section 12. Ad Hoc Committees

1. Authority: The Board shall have the authority to form ad hoc committees from among the general OPS membership to address specific issues, or propose and carry out specific programs deemed to be of interest or importance to the general membership. Ad hoc committees shall not have authority to take any action or make any statement in the name of OPS without the specific approval of the Board.

2. Formation: Any group of at least two OPS members may request that the Board appoint an ad hoc committee by delivering a detailed written proposal to the OPS chairperson (s). At the next Board meeting following the delivery of the request, the Board shall decide (by majority vote of those present) whether or not to authorize the committee. The Board's decision shall be based on its perception of the utility of the program to the general OPS membership. Although committees may be formed to address issues that are of particular concern to some segments of the OPS membership and not to others, OPS funds will only be disbursed to committees that open their proceedings to the general OPS membership.

3. Funding and Accountability: The Board may allocate funds should the ad committee request funding and is payable as agreed between the Board and the committee. A request of funds needs to be submitted in time for budget review and voting by the Board. One member of each committee must be named to act as liaison with the Board and shall report to the Board at least once per semester on the committee's activities and expenditures.

Article IV: Section 12: Meetings

The Board shall meet at least once every month during the regular academic year. Each Board member must attend every meeting. They must also attend the following meetings: orientation, socials, general meetings and Dean meetings. Board members are permitted to not be in attendance for one meeting per semester (spring, summer, and fall). Meetings held during the summer non academic semester (June 1 – August 31) must be attended by those individual members serving the summer term. A board member's failure to appear at a total of four meetings during one year without good cause is grounds for removal.

Article IV: Section 13 Fiscal Year

The fiscal year for OPS and the Executive Board shall commence on September 1 and end on August 31 of each year.

Article IV: Section 14. General Duties

*Two Board members shall attend each general faculty meeting as invited by the Dean, in order to inform the faculty about student issues and activities. They shall also report back to the OPS board and to the OPS members at open meetings significant faculty activities;

*at least once per semester while school is in progress, the entire OPS board shall collectively meet with the Dean of Ferkauf in order to inform him or her about student issues and activities;

*each member of the Board shall be responsible for chairing at least one committee or holding office on the Board and facilitating at least one other project event or task undertaken by OPS;

*the Board shall call general meetings of the membership in accordance with the Procedural Manual;

*the Board shall organize the student orientation for incoming students each fall. Orientation should be held prior to the commencement of classes. The attendance and participation at orientation is mandatory for all Board members regardless of whether they serve during the summer semester;

*each Board member is required to contact at least one time per month the director of the program from which they were elected. The purpose of such contact is to express student concerns including, but not limited to, issues involving the curriculum, quality-of-life and the like;

*the Board shall be responsible for the preparation and distribution of a student news and information publication;

*the Board shall be responsible for maintaining the bulletin boards located in the student lounge;

*the Board shall organize at least one social event per year.

Article IV: Section 14. Compensation

1. Each duly elected member of the Executive Board shall be compensated for his or her service as follows:

*Spring semester: January 1 - May 31 \$800.00

*Summer semester: June 1 – August 31

Summer stipend is adjusted according to the number of representatives who are active during the summer:

If 7 OPS representatives are active each receive \$425

If 6 OPS representatives are active each receive \$500

If 5 OPS representatives are active each receive \$600

If 4 OPS representatives are active each receive \$750

If 3 OPS representatives are active each receive \$900

If 2 OPS representatives are active each receive \$900

Note: A minimum of 2 OPS representatives is essential during the summer semester.

* Fall semester: September 1 – December 31 \$800.00

2. In the event a Board member should not attend more than one meeting within the same semester, that board member shall be fined \$50 from his or her compensation for each unattended meeting.

3. In the event of the removal of a member of the Board, the compensation to that member and the new member filling the vacancy shall be distributed pro rata.

Article V: Removal of Board Members

Article V: Section 1. Grounds for Removal

A member may be removed from the Board for conduct that damages the efficacy, credibility or reputation of OPS or the Executive Board. This conduct includes but is not limited to:

- *failure to attend more than four scheduled board meetings during the course of one year of office, including the summer if applicable;
- *failure to fulfill the duties of the office as is contained in the bylaws;
- *disseminating confidential information;
- *any other conduct that is unprofessional or unethical;
- *loss of academic standing.

Article V: Section 2. Procedure for Removal

The procedure for removal shall proceed as follows:

1. three members of the executive board must join together to submit to the Board a detailed written statement specifying the grounds for seeking removal;
2. a copy of the written statement shall be provided to the member whose removal is being sought. That member shall have one-week in which to respond to the written statement raised against him or her;
3. copies of the written statement and the response shall be distributed to all members of the Board prior to the next scheduled meeting;
4. at the next scheduled meeting this issue shall take precedence over all other matters;
5. a hearing shall be held in which each party shall be permitted the opportunity to fully present its case;
6. at the close of all arguments the remaining Board members shall take a vote outside the presence of the accused Board member;
7. a Board member may be removed from the board only upon a unanimous vote of the remaining Board members;
8. in the event of a unanimous vote, removal of the accused Board member shall be effective immediately.

Article VI: Membership Meetings

Article VI: Section 1: General Meetings

General meetings of OPS shall be held at least one time in the Fall Semester and one time per academic year. Meetings are open to all members of OPS. Attendance by faculty and administrative staff shall be by invitation only.

Article VI: Section 2: Notice

At least one week prior to the date of the scheduled general meeting the executive board shall post notice of the meeting on its bulletin board in the student lounge and conspicuously throughout the Ferkauf building.

Article VI: Section 3. Meeting

At each general meeting the Co- Chairperson of the executive Board or his or her designee shall give a report of OPS activities. All OPS business requiring the consent of the membership shall take place at this meeting

Article VI: Section 4. Special Meetings

Special meetings of the organization shall be held upon petition signed by at least ten percent (10%) of the membership. Such special meeting shall be held within three weeks of the submission of the petition.

Article VII: Amendments

Article VII: Section 1:

These by-laws shall be amended by a unanimous vote of the OPS Board at any Board meeting.

Article VII: Section 2: Notice

Students of each program who wish a change in the by-laws must gather signatures from 2/3 of the students in that program. If this is accomplished, the Board representative is obliged to bring such issue before the Board for discussion and a vote. The OPS representative (s) from that program must vote in accordance with the wishes of the student body in their program. Board members whose students did not petition the board on such issue may vote according to their own wishes.

Article VIII: Dissolution of OPS

Article VIII: Section 1: Dissolution

OPS may be dissolved by a two thirds vote of its general membership. A vote to dissolve OPS may be called upon the receipt of a petition containing the names of at least sixty-six (66%) percent of the general membership. Upon receipt and verification of the dissolution petition the board shall post notice of a special meeting stating within the notice that the purpose of the meeting is to decide upon the dissolution of the Organization of Psychology Students. Such notice shall be posted on the OPS bulletin board located in the student lounge and conspicuously throughout the Ferkauf building.

Article VIII: Section 2: Disposition of Assets

In the event OPS is dissolved as described in section one above, all liquid assets of OPS shall be transferred into the OPS grant accounts and control of the grant account and all other OPS assets, if any, shall be transferred to the trustees as described below. The trustees shall be empowered to use OPS funds to pay legitimate outstanding debts of OPS, but for no other purpose. In

addition, the trustees shall arrange for OPS assets to be conserved by issue University until such time as they may be transferred to the control of any success or organization or two. Any successor organization may then be formed with the consent of two thirds majority of the full-time students then enrolled at Ferkauf.

Article VIII: Section 3: Trustees

Two trustees shall be elected for the purpose of fulfilling the duties as stated in section two above. Nominations shall be submitted and a ballot drafted and distributed to the members of OPS. The trustees shall be members of the Ferkauf or Yeshiva University faculty or administration and shall be selected by a majority vote of all students who were members of OPS at the time of the dissolution.

Article VIII: Section 4: Successor Organization

Any student organization formed to take control of the assets of the dissolved OPS must promulgate a written statement of its membership, officers, purposes, and procedures.