

**Information Requested of Institutions Applying to
Shelter a Chapter of *Nu Rho Psi*
The National Honor Society in Neuroscience**

Dear Colleagues:

Applications for establishing a new chapter of *Nu Rho Psi* are accepted and reviewed on a rolling basis throughout the year. Charter applications are peer reviewed before recommendations are made to the *Nu Rho Psi* National Council. This process takes approximately 2 months. A complete application consists of the following:

1. A cover page in the format provided below.
2. A connected document adhering strictly to the outline provided, giving information regarding the institution and the Neuroscience faculty.
3. A web link to the institution's most recent catalogue. [Note: only send paper copies or a digital copy if a web-site link is not available].
4. Proposed bylaws for the Chapter (see model provided here): www.nurhopsi.org

Digital application submissions (via email attachments) are preferred and may be sent, as a single file, to mkerchner@nurhopsi.org. In this case, the original signed cover page must be submitted on paper to the National Office. If a paper application is submitted, 5 copies of the materials, including the original signed cover page, should be forwarded to the *Nu Rho Psi* National Office

Michael T. Kerchner, Ph.D.
Executive Director, *Nu Rho Psi*
National Office, Baldwin Wallace University
275 Eastland Rd., Berea, OH 44017-2088

The application cover sheet should be accompanied by a check in the amount of \$200, payable to *Nu Rho Psi*, as an application fee. Application fees are non-refundable. If a charter application is not accepted and the school later submits a revised application after a year (or more) has passed, a new application fee must accompany the revised application.

Although local dues *may* be assessed by the chapter to promote its programs, the only fee *Nu Rho Psi* inductees pay to the national *Nu Rho Psi* organization is a single, lifetime induction fee. The National Council has set this fee at \$40.00 for undergraduate and graduate student members and \$50.00 for faculty members. The fee is paid at the time of election to membership in *Nu Rho Psi* and should not accompany the charter application.

Answers to Frequently Asked Questions (FAQs) about the application process may be found on the *Nu Rho Psi* website: www.nurhopsi.org. If you have additional questions about this process, please contact Michael T. Kerchner, Ph.D., Executive Director of *Nu Rho Psi*; Department of Psychology, Washington College, Chestertown, MD; mkerchner2@neuropsi.org (410) 778-7730.

COVER PAGE
APPLICATION TO SHELTER A CHAPTER OF *NU RHO PSI*
-THE NATIONAL HONOR SOCIETY IN NEUROSCIENCE-

_____ (*Name of Institution*) requests consideration for authorization to shelter a chapter of *Nu Rho Psi*, The National Honor Society in Neuroscience.

Signed _____
(*Chair, Nu Rho Psi Organizing Committee*)

(*Typed name: Chair, Nu Rho Psi Organizing Committee*)

Title _____ E-mail _____

Address _____

Phone Number _____ Fax _____

Signed _____
(*Proposed Nu Rho Psi Chapter Faculty Advisor*)

(*Typed name: (Proposed Nu Rho Psi Chapter Faculty Advisor)*)

Title _____ E-mail _____

Address _____

Phone Number _____ Fax _____

Signed: _____
(*President of Institution*)

(*Typed name: Institutional President*)

Date of submission _____

Please tell us how you first learned about *Nu Rho Psi*: _____

Content of the Application Document

Name of Institution
Date of Application

Section I. General information about the institution:

1. Mission statement or statement of purpose of the institution.
2. Description of ownership, sponsorship or affiliation with any public or private entity, with a precise account of the role of such entity in shaping institutional policies.
3. Statement of general and specialized accreditation held by the institution: notation of any probationary status or withdrawal of accreditation in the past 10 years.
4. Text of any official published institutional commitment to nondiscriminatory policies and freedom of inquiry and expression.
5. Information regarding any restrictions governing membership in the student body, faculty or staff, or governing body that relates to age, race, ethnicity, religion, gender, sexual orientation, disability, veteran status, or national origin.
6. Information regarding censure, warning, probation, or any other negative action taken towards the institution by any academic or professional organization in the past 10 years.

Section II. Curriculum

1. Description of Neuroscience courses which are considered by the institution to be a part of the Neuroscience major, minor, or similar track. If no such track exists, list the courses and course descriptions related to Neuroscience that are available. Also provide information about credits associated with each course and frequency of offerings.
2. Number of undergraduates and graduate students who have completed degree requirements in these areas for each of the five most recent years.
3. Information regarding undergraduate research requirements or opportunities.

Section III. Information about the Faculty

1. Names and current Curriculum Vitae of **full-time** faculty teaching courses that are part of the Neuroscience curriculum. [See the FAQs for more information about this requirement].
2. Names and current Curriculum Vitae of **part-time** faculty teaching courses that are part of the Neuroscience curriculum.
3. Name, contact information, and CV (if not included in list above) for the proposed faculty advisor.

Section IV: Information about Student and Faculty charter members

1. Names of students who have met all the requirements for membership specified in the model chapter bylaws. Faculty eligible for charter membership may also be listed.

Section V: Co-curricular information

1. Names and history of activities of neuroscience clubs or other related organizations that may have existed, or still exist, at the institution.
2. Plans, if any, for consolidating co-curricular neuroscience club activities with activities of the *Nu Rho Psi* Chapter (if granted).

Frequently Asked Questions about *Nu Rho Psi* Charter Applications

What's the process of that *Nu Rho Psi* uses to receive and review charter applications?

Nu Rho Psi charter applications consist of the cover page (with original signatures), the application itself, and a \$200 application fee. Typically, only the signed cover page is sent to the National Office (*Nu Rho Psi*, % Ms. Carrie Drozdz, Baldwin Wallace University, 275 Eastland Rd., Berea, OH 44017). Most applicants pay the application fee using a credit card or Pay Pal via our website: www.nurhopsi.org. But some send a check to the National Office. The application itself should be sent, via email, to: nurhopsi@bw.edu.

Once received, the application is sent to 3 peer referees who thoroughly review the materials. We use a series of questions and answers on a form (reproduced below) to guide the reviews. Each question on the review form relates to a particular section of the *Nu Rho Psi* Constitution and By-Laws (see bracketed references after each question). Once the reviews have been returned to the Executive Director in the National Office, he may provide an opportunity for the candidate chapter to respond to any issues raised by the referees before all the materials (including the peer reviews/recommendations and the candidate chapter rebuttal) are sent to the National Council for its decision. Our Constitution requires that at least 2/3 of the National Council must vote to approve the establishment of a new chapter. We aim of this entire process to be completed within a 2-month period.

Review Form ***Nu Rho Psi* Charter Applications**

Has a Chair of the organizing committee been identified?

Has the President of the College/University endorsed the application?

Section I. General information about the institution:

Are the mission and goals of the College/University consistent with the mission/goals of *Nu Rho Psi*? [Section I., 1 - 2]

Is the College/University accredited by a recognized higher education accrediting organization? [Section I, 3]

Does the College/University have a published policy indicating an institutional commitment to nondiscriminatory policies and freedom of inquiry and expression? [Section I, 4-5]

Has the College/University have been cited for non-adherence to its nondiscriminatory policies and freedom of inquiry and expression? [Section I, 6]

Section II. Curriculum

Are the courses which are considered by the institution to be a part of the neuroscience major, minor, or similar track sufficient in number, content and offerings to provide students with appropriate exposure to the disciplines of the brain sciences? [Section II, 1]

Are there sufficient numbers of students and faculty to support a chapter of *Nu Rho Psi*? [Section II, 2]

Are there sufficient opportunities for undergraduate research in neuroscience? [Section II, 3]

Section III. Information about the Faculty

Are there a sufficient number of well-trained and productive full-time faculty teaching the courses that are part of the neuroscience curriculum? [Section III, 1-2]

Has a *Nu Rho Psi* advisor been identified from the faculty at the College/University? [Section III, 3]

Section IV: Information about Student charter members

Is there a sufficient number of qualified students who have met all the requirements for membership as specified in the National Constitution and the proposed chapter By-Laws? [Section IV, 1]

Section V: Co-curricular information

Is there a history of student co-curricular activity in the neurosciences that predict success of a chapter of *Nu Rho Psi*? [Section V, 1]

Are there appropriate plans for assimilation or accommodation of *Nu Rho Psi* into the current campus culture and co-curricular neuroscience club activities? [Section V, 2]

Section VI: Chapter By-Laws

Are the proposed chapter By-laws consistent with the *Nu Rho Psi* National Constitution and By-Laws?

Are there significant deviations (if any) from the *Nu Rho Psi*, model chapter By-Laws?

If so, please explain below:

Recommendations:

Do you recommend accepting this application for a *Nu Rho Psi* Charter?

Please provide a short description of the factors that influenced your decision to approve/disapprove the application:

Is it necessary to have a Neuroscience major at our school in order to have a *Nu Rho Psi* charter awarded?

Some of the schools that have *Nu Rho Psi* chapters do not have neuroscience majors - so this is not a requirement. Sometimes neuroscience minors or areas of emphasis are offered instead of a major. But all schools that receive a *Nu Rho Psi* charter do need to demonstrate that they offer the appropriate depth and breadth of neuroscience-related curricula, and that they have ample faculty with neuroscience expertise who provide research opportunities for their students.

Our school has a Neuroscience Concentration and we are required to take introductory Biology, Psychology, and Chemistry. Can those count along with our Principles of Neuroscience course toward the initial required nine semester neuroscience hours for new inductees?

Since neuroscience is interdisciplinary, many of our chapters include relevant courses in the more-traditional sub-disciplines (Psychology, Biology, and Chemistry) as neuroscience-related. Most importantly, this decision depends on the actual content of the course and how relevant it is to the study of the nervous system. This is a judgment call that your faculty can help you make since they know the curriculum best. Note that the decision about what courses may be used to meet the minimum of 9 SH in neuroscience will significantly impact the level of students (Sophomore, Junior, Senior) who will comprise the chapter. For example, if only senior-level courses are included, and seniors are inducted into the society right before graduation, the

chapter may not become an active force for neuroscience community outreach and education. On the other hand, if lower-level courses (without significant neuroscience content) are included in the calculation, the honor of *Nu Rho Psi* membership is degraded. So you can see that this selection of neuroscience courses is an important judgment call that the faculty advisor and other faculty can help make. These decisions will potentially impact many *Nu Rho Psi* candidates over the years to come.

Can the chair of the *Nu Rho Psi* charter organizing committee be a student?

Yes, but the application must be written in close collaboration with the proposed faculty advisor and other faculty who are part of the Neuroscience department/program. They will need to provide important advice and information along the way. For example, your faculty know your school's curriculum best and they must be consulted as you select the Neuroscience courses that will be factored into the calculation of the Neuroscience GPA (see the Model By-Laws and *Nu Rho Psi* Constitution: www.nurhopsi.org). A senior administrator at the College (typically the President) will also need to approve the application. Faculty can often help coordinate this approval. Still, there is nothing wrong about a student acting as a leader and prime motivator of the coalition required to produce a successful *Nu Rho Psi* Charter application.

Is there a minimum number of *Nu Rho Psi*-eligible students and faculty required at our school before we can apply for a charter?

There is no hard and fast minimum number. When charter decisions are made the application reviewers and National Council look at the program as a whole. This includes the curriculum and the enthusiasm of the faculty and students for sustaining a chapter over the years. So for example, if a program is smaller but shows potential for growth then it may well be competitive for a *Nu Rho Psi* charter. The *Nu Rho Psi* By-laws do call for each chapter to have 4 officers (President, VP, Secretary and Treasurer) so that suggests that there should be at least 4 people per year to serve in these leadership roles. Some of our *Nu Rho Psi* chapters work cooperatively with predecessor neuroscience clubs or other organizations to multiply their efforts towards community outreach and education about the brain. Even a small group of enthusiastic and well organized *Nu Rho Psi* leaders can make a big difference to advance the mission of the Society on a University campus, the surrounding community, and the region.

The *Nu Rho Psi* Constitution also allows for "Cooperative Chapters". Essentially, 2 or more smaller schools that are geographically near each other may collaborate and apply for a single charter. These schools elect a single set of officers, meet frequently, and run joint programs. For more information about this option, contact the Executive Director.

May we adopt minimum academic standards for induction of new *Nu Rho Psi* members at our school that are different from those specified in the model chapter By-Laws?

The overall GPA and Neuroscience-course GPA specified in the model By-Laws represent the minimum prescribed by the *Nu Rho Psi* Constitution. However, you may adopt more-stringent standards if there are local grade inflation concerns that warrant doing so.

I see that new members pay a one-time induction fee that goes to the National Office. What is this used for and how is it different from “dues”?

Nu Rho Psi membership is for life and each member pays a one-time induction fee that is set by the elected National Council. It helps pay for member benefits such as travel grants to the annual Society for Neuroscience meeting, research grants, and the national awards we offer. It also pays for member pins and certificates. Some chapters also collect dues to support their local programs (see below) but these funds are different from the induction fee and are levied and managed by the chapters. There is no need to stipulate the collection of the induction fee in your proposed By-Laws since that fee is set by the National Council and is described in the Constitution of our Society.

Do most *Nu Rho Psi* chapters collect dues from their members?

Most chapters do not collect dues but local conditions may warrant them and they are certainly permitted by the *Nu Rho Psi* Constitution. If ongoing funding is required for chapter programs, most chapters rely on University funding, collect dues, or fund-raise to support them. If your chapter expects to collect dues from its members, this must be noted in the By-Laws that you propose. Some schools that collect dues also stipulate that, in the case of financial hardship, the dues can be waived by the chapter advisor, treasurer or some such individual. But that’s up to the chapter as well.

Should we identify graduate students, faculty and alumni who are eligible to be charter members as we apply for our charter?

Please do. The more diverse the potential members engaged in the process, the better. It gives the application peer reviewers a sense of the vitality of neuroscience studies at your school and the extent to which a *Nu Rho Psi* chapter will be supported at all levels there.

I’m at a large state institution and getting the University System President’s signature on the application cover page will be challenging. May I ask a different high-level administrator to endorse the application?

The goal of this signature is to ensure that, if *Nu Rho Psi* places a chapter at your University, we can be assured that there is high-level and abiding institutional support for the activities of your chapter. At smaller schools, the President always signs. However, at larger schools we have sometimes allowed Provosts or persons at the VP level to sign for the University. Feel free to open a dialogue about this issue with the *Nu Rho Psi* Executive Director if you find it impossible to get your President’s signature.

May lecturers, adjunct faculty or other non-permanent faculty serve as a chapter advisor?

The faculty advisor is an important part of the *Nu Rho Psi* community on each campus and stability in this position is desirable. Consistent, knowledgeable, supportive, and enthusiastic faculty advice/guidance is always essential and typically this comes from a tenured faculty member or someone on the tenure-track. This said, there is nothing in the *Nu Rho Psi* By-Laws that specifies that the faculty advisor must be tenured and faculty advisors may change from year to year depending on many factors. If your school is submitting a charter application and you are considering a “non-permanent” faculty advisor, you may wish to consider including a tenured or tenure-track faculty member to co-advise.

The application template asks for Neuroscience faculty CVs but I'm at a large University where the number of faculty makes this very difficult. What can I do?

Through the application process *Nu Rho Psi* is attempting to get a sense of the number, areas of expertise, and professional activities of the faculty at your school. At smaller schools, the easiest way to get this kind of information is to send copies of CVs for the entire Neuroscience faculty. However, if this is not possible at your institution, please send us the CVs (or web links to the CVs) for the key faculty involved and then just list the names and titles of the others. As a rule of thumb, if you have less than 10 Neuroscience faculty members, please send us all the CVs. However if the number is 10, or more, you may wish to make some judgments about the ones you send. Please keep in mind that you are attempting to make the strongest case you can for your charter. The more we know about your faculty, the better we can evaluate this part of the application.

NPΨ

Nu Rho Psi

**THE NATIONAL HONOR SOCIETY
IN NEUROSCIENCE**

National Constitution and Bylaws

Founded 6 June 2006

Incorporated 7 February 2011

Amended 10 July 2012 and 27 November 2015

Technical correction made 1 April 2016

NU RHO PSI
The National Honor Society in Neuroscience

The organization and governance of the National Honor Society in Neuroscience shall be contained in the Constitution and Bylaws. The articles of the Constitution shall establish the basic structure of the society, whereas the articles of the Bylaws shall cover details and matters subordinate to the articles of the Constitution. The National Honor Society in Neuroscience was originally chartered under the auspices of the Faculty for Undergraduate Neuroscience (FUN) but is now a separate organization incorporated as a non-profit (Document number: 201104000870) in the state of Ohio.

CONSTITUTION OF *NU RHO PSI*

Article I. NAME

The name of the National Honor Society in Neuroscience shall be NPΨ: *Nu Rho Psi*.

Article II. PURPOSE

Section 1. The purpose of *Nu Rho Psi* shall be to: (1) encourage professional interest and excellence in scholarship, particularly in neuroscience; (2) award recognition to students who have achieved such excellence in scholarship; (3) advance the discipline of neuroscience; (4) encourage intellectual and social interaction between students, faculty, and professionals in neuroscience and related fields; (5) promote career development in neuroscience and related fields; (6) increase public awareness of neuroscience and its benefits for the individual and society; and (7) encourage service to the community.

Section 2. *Nu Rho Psi* shall exist primarily for the benefit of its undergraduate student members. The inclusion of other types of members is intended to strengthen the relationship between undergraduates and the larger neuroscience community.

Section 3. *Nu Rho Psi* is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code (IRC), or corresponding section of any future federal tax code. As such, all activities are dedicated to furtherance of one or more of these exempt purposes and this organization's assets are dedicated to an exempt purpose within the IRC 501(c)(3).

Article III. MEMBERSHIP

Section 1. Types . Membership shall consist of five types: undergraduate student, graduate student, faculty, alumni, and honorary.

Section 2. Qualifications. Members of each type shall have met minimum qualifications stated in the National Bylaws.

Section 3. Rights and Limitations of Different Membership Types. As the emphasis of *Nu Rho Psi* shall be on its undergraduate student members, full rights and privileges shall be extended to this type of member, including the right and privilege to attend meetings, engage in chapter activities, vote, and hold office. The rights and privileges of other member types shall be more restrictive, as stated in the national Bylaws.

Article IV. NATIONAL ORGANIZATION

Section 1. Federation. The national organization shall be a federation of local chapters.

Section 2. National Officers. The national officers shall be as follows: President, President-Elect, Past-President, four Regional Vice-Presidents, Secretary, Treasurer and Executive Director (ex officio and non-voting).

Section 3. National Council. The National Council shall consist of the national officers.

Section 4. Duties of National Council. The National Council shall carry on all business of the Society except that delegated to the chapters or National Committees by the Constitution and Bylaws.

Article V. EXECUTIVE DIRECTOR, NATIONAL STAFF, AND NATIONAL OFFICE

Section 1. Executive Director. The Executive Director shall be appointed by the President with the approval of the National Council and shall be eligible for continuing reappointment. The Executive Director shall have accounting, electoral, and other managerial duties.

Section 2. National Staff. The National Staff shall consist of the Executive Director and his or her staff within the National Office.

Section 3. National Office. The National Office shall be located in a place easily accessible by mass transportation.

Article VI. NATIONAL MEETINGS

Section 1. Annual National Business Meeting. A National business meeting of *Nu Rho Psi* shall be held annually and will be scheduled during the Annual Society for Neuroscience Meeting.

Section 1a. Purposes. The principal functions of the National business meeting shall be:

1. To discuss matters pertaining to the business and purposes of the national organization.
2. To foster interactions between members from various chapters.

Article VII. REGIONAL ORGANIZATION

Section 1. Regions. The national organization shall be subdivided into 4 regions: Northeast, Midwest, South and West (see map).

Section 2. Administrative Officer. The Regional Vice-President shall be the principal administrative officer of that region.

Section 3. Committees. The Regional Vice-President may appoint a “Convention Committee” and a “Nominations and Elections Committee” and such other committees as needed.

Section 4. Representation on National Council. The four Regional Vice-Presidents shall represent their region on the National Council.



Article VIII. REGIONAL CONVENTION

Section 1. Biennial Regional Convention. A convention, arranged by the Regional Vice-President and an appointed Convention Committee, may be held in each region.

Section 2. Purpose. The purpose of the regional convention shall be:

1. To discuss matters pertaining to the welfare of the regional organization.
2. To provide a means whereby members from various chapters may come to know one another.
3. To serve as a forum to enlighten members on issues in neuroscience education, careers, research, ethics, funding, etc.
4. To provide an opportunity for members to disseminate neuroscience research findings.

Article IX. CHAPTER ORGANIZATION

Section 1. Charters. Chapters of *Nu Rho Psi* shall be chartered by the National organization by a 2/3 vote of the National Council and shall reside at accredited Colleges and Universities in the United States of America.

Section 2. Chapter Constitution and Bylaws. Each chapter shall adopt Chapter Bylaws which provide rules for conducting the business and activities of the chapter.

Section 3. Officers. Each chapter shall elect its own officers from among its undergraduate student members. These shall include President, Vice-President, Secretary, and Treasurer, and any other officers the chapter designates in its Bylaws.

Section 4. Advisor(s). Each chapter shall have one or more advisors, chosen from the faculty at the home institution in a manner to be proscribed by the chapter.

Article X. AMENDMENTS

Section 1. Justification. So that the National Constitution and Bylaws accurately reflect and accommodate the Society's evolving needs and policies, amendments to the Constitution and Bylaws will be considered periodically by the National Council.

Section 2. Submission. Amendments to this Constitution and Bylaws of *Nu Rho Psi* may be proposed by the National Council or by any chapter for review by the National Council.

Section 3. Voting. Proposed amendments which have passed review by the National Council will be presented to the membership, according to the procedures specified in the Bylaws.

BYLAWS OF *NU RHO PSI*

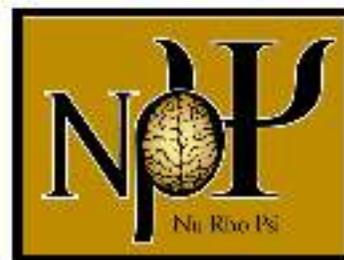
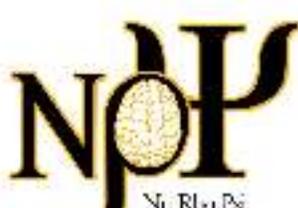
Article I. NAME

The name of the National Honor Society in Neuroscience shall be NPΨ: *Nu Rho Psi*.

Section 1. Greek Letters. The Greek letters “NPΨ” designate the study of neuroscience – the interdisciplinary science that engages our members in the study of the Nervous System and is the unifying focus of this honor society. The Greek letter Nu (N, ν) stands for the noun Nous (pronounced “noose”), meaning “Mind”. The letter Rho (P, ϱ) stands for the verb Pueaoai (pronounced “hruethigh”) meaning, “to cure”. The letter Psi (Ψ, ψ) stands for the noun Psyche (pronounced “psuke”), meaning “life”.

Article II. INSIGNIA

Section 1. Official Insignia. The official insignia of *Nu Rho Psi* shall be:



Section 2. Restrictions. The issuance, purchase, and use of items bearing this insignia shall be limited to members and subject to the decisions of the National Council.

Article III. MEMBERSHIP

Section 1. Undergraduate and Graduate Student Members.

Section 1a. Minimum Qualifications. Minimum qualifications for student membership shall be as follows. Undergraduate students who are elected to membership must have:

1. Completed of at least 3 semesters or 5 quarters of the college curriculum.
2. Completed of 9 semester hours or 14 quarter hours in neuroscience courses, which are considered by the institution to be a part of the major, minor or similar track¹.
3. Registration for major or minor standing in neuroscience or for a program which is considered by the National Council to be equivalent in nature.
4. Undergraduate students who are elected to membership must have an overall cumulative GPA of 3.2 on a 4.0 scale (or equivalent). They must also demonstrate superior

¹ If a Neuroscience major, minor or equivalent program is not available the courses included in the approved “Application to shelter a chapter of Nu Rho Psi” shall be used to determine if a candidate meets the minimum course requirements.

scholarship in neuroscience, earning a minimum GPA of 3.5 in the neuroscience courses (described in Section 1a, 2, above).

5. Graduate students who are elected to membership must be registered for major or minor standing in neuroscience or a program that has a neuroscience emphasis, have completed at least nine semester hours (or equivalent) in courses in neuroscience, and have a minimum grade point average of 3.5 on a 4.0 scale in all graduate courses and a minimum grade point average of 3.5 in neuroscience.

6. High standards of personal behavior.

7. Two-thirds affirmative vote of those present at a regular meeting of the chapter.

Section 1b. Optional Higher Qualifications. Any chapter may establish minimum scholastic qualifications that are higher than those listed in Article III, Section 1a.

Section 2. Faculty Members. Faculty members who teach and do research in the area of neuroscience and are employed by institutions where there is an active chapter of *Nu Rho Psi* may become active members of the Chapter upon election to membership and induction into *Nu Rho Psi*.

Section 3. Alumni Members. Alumni members are persons who were formerly active members who are no longer associated with an institution where a chapter is located. Also, persons who were graduated from an institution prior to the establishment of the current chapter may be elected to alumni membership if they met the minimum qualifications listed in Article III, Section 1a when they were students.

Section 4. Honorary Members. Honorary members shall be distinguished persons who have national or international reputations because of the contributions they have made to neuroscience. A chapter may nominate a person for honorary membership by submitting that person's name and qualifications to the National Officers for election to honorary member status. This requires a majority vote of the Officers.

Section 5. Member Rights and Privileges

Section 5a. Undergraduate Student Members. Active undergraduate student members may attend all meetings and activities of the chapter, Regional, and National society. They may vote and hold office.

Section 5b. Graduate Student Members. Active graduate student members may attend all meetings and activities of the chapter, Regional, and National society. They may vote and hold office.

Section 5c. Faculty Members. Active faculty members may attend all meetings and activities of the chapter, Regional, and National society. They may not vote or hold office in a local Chapter. However, if elected, they may serve as a National Officer or a Regional Vice President.

Section 5d. Alumni Members Alumni members may attend all meetings and activities of the chapter, Regional, and National society but may not vote or hold office unless admitted to active status by the local chapter.

Section 5e. Honorary Members. Honorary members are entitled to all the rights and privileges of active student members.

Section 6. Active membership. A member shall be considered to be active in *Nu Rho Psi* if s/he pays the local Chapter dues and assessments (if any) for the semester and attends at

least one meeting or activity during the year. Members who are not current in chapter dues and assessments will be placed in an inactive status until such time that any amount due the Chapter is paid. Local Chapters of *Nu Rho Psi* may adopt criteria for active membership that are more rigorous (but not less rigorous) than the National standards. A list of active and inactive members shall be provided by the Chapters to the National Office at the end of each academic year.

Section 7. Dues. Student members, faculty members and alumni members on active status shall pay chapter dues as voted by the majority of the Chapter. Honorary members and inactive alumni members shall pay no fees or dues of any kind.

Section 8. Induction of Members

Section 8a. Each chapter shall use either the induction ritual provided by the National organization or a revision of the national ritual which has been approved by the chapter's faculty advisor. In the latter case, a copy of the ritual shall be on file in the National office.

Section 8b. Each person inducted as an active or alumni member shall pay to the national treasury an induction fee determined by the National Council. This fee shall entitle the inductee to life membership without payment of further dues or assessments to the national organization (although payments of local dues may be assessed by the Chapter). The induction fee shall also cover the cost of a subscription to the *Nu Rho Psi Newsletter* as long as the inductee remains an active member of a Chapter.

Section 8c. Prior to the time of induction, each person invited to membership shall complete and sign the Membership Acceptance Form provided to the chapter by the National office. These Forms, are maintained by the local chapter. A New Member Report Form, together with one money order or check to cover all the induction fees for that chapter, shall be sent by the chapter to the National Office. Alternatively, induction fees may be paid online. Membership shall be complete when the National Office has assigned a member number to each new member and has sent member certificates and pins to the chapter for proper distribution. By accepting membership in *Nu Rho Psi*, new members accept the Constitution, Bylaws, and Policies of *Nu Rho Psi*.

Section 8d. A chapter may induct *in absentia* only those who signed the original Membership Acceptance Form indicating their desire for affiliation.

Section 8e. A chapter wishing to provide for the induction of an individual who lives at a considerable distance may ask the Executive Director to endeavor to make arrangements whereby the individual in question can be inducted by a chapter in a nearby institution.

Section 8f. The induction of a member on the basis of false or fraudulent evidence may be voided at any subsequent time by the National Council. Action to void may be brought by either a National Council member or the Executive Director.

Section 9. Nondiscrimination. Membership in *Nu Rho Psi* is open to qualified candidates of any age, sex, sexual orientation, religion, race, color, handicap/disability, and national/ethnic origin. Acceptance of this policy is required to obtain a Charter. Adherence to this policy is required to retain a Charter.

Article IV. NATIONAL ORGANIZATION

Section 1. Terms of office. The terms of office for the President, President-Elect, Past-President, shall be one year. Presidents, Presidents-Elect, and Past-Presidents are permanently ineligible for re-election to the same office. Terms of office for the Secretary and Treasurer shall be 2 years with the offices alternating (Secretary elected in odd-numbered years and Treasurer elected in even-numbered years). The term of office for Regional Vice Presidents is 3 years. Regional Vice Presidents are permanently ineligible for re-election to this same office.

Section 2. Elections. Elections shall be held annually in the spring. Officers shall be elected by a plurality of the active members of *Nu Rho Psi* who chose to vote. Regional Vice Presidents shall be elected by a plurality of the active members who chose to vote in their respective regions.

Section 3. Installation. Installation of officers and Vice Presidents shall coincide with the Annual National Meeting, which shall be held in conjunction with the Annual Meeting of the Society for Neuroscience. The new President-Elect shall be installed at the time the current President-elect is installed as President at the conclusion of old business during the Annual National Meeting. The outgoing President shall become Past-President, succeeding the outgoing Past-President. The newly installed President shall preside over the remainder of the Annual National Meeting.

Article V. OFFICERS AND DUTIES

Section 1. President. It shall be the duty of the President to provide leadership in the activities of the Society by making arrangements for the National meeting/convention and presiding over it (as described above), by calling meetings of the National Council and presiding at them, by appointing the members of all national committees, and by performing such other duties as are ordinarily assigned to the office.

Section 2. President-Elect. It shall be the duty of the President-Elect to serve as presiding officer of the Society in the absence of the President. The President-Elect normally assumes the office of *Nu Rho Psi* President after serving one year as President-Elect. However, the President-Elect shall immediately assume the responsibilities of the presidency should the President resign or be unable to complete the term of office. If the office of President-Elect becomes vacant for any reason, a new election will be held at the earliest convenient time.

Section 3. Past-President. It shall be the duty of the Past-President to advise the President, to chair the Elections Committee and to update the historical record of the Society.

Section 4. Secretary. It shall be the duty of the Secretary to record minutes at all business meetings, check attendance at meetings, keep permanent records, and correspond on behalf of the organization.

Section 5. Treasurer. It shall be the duty of the Treasurer to maintain organizational accounts, collect fees, pay bills, oversee other monetary transactions including fundraising, and prepare, maintain, and present a budget and financial report at least once per year.

Article VI. EXECUTIVE DIRECTOR AND NATIONAL OFFICE

Section 1. The National Council shall be empowered to appoint and compensate the Executive Director and the National Staff.

Section 2. The Executive Director shall be appointed for a three-year term and shall be eligible for continuing reappointment.

Section 3. It shall be the duty of the Executive Director to carry out the responsibilities assigned by the National Officers. The principal duties shall include (1) management of the revenues, expenses, and investments, (2) management of national records, Chapter affairs, communications, voting on amendments, scholarship funds, and legal matters that may arise, and (3) supervision of the nomination and election process for National Officers.

Article VII. NATIONAL COMMITTEES

Section 1. Standing Committees. The following is a list of the standing committees/Chairs of the National organization:

- **Awards Committee:** (Chair to be appointed by the President) The Awards Committee shall administer awards made to members of *Nu Rho Psi*.
- **Nominations/Elections Committee:** (Immediate Past-President as Chair, Executive Director as *ex officio*) The Nominations/Elections Committee shall monitor elections for all national offices.
- **Executive/Finance Committee:** (National President as Chair, President-Elect, Past-President, Treasurer, and the Executive Director as *ex officio*, nonvoting member) The Executive/Finance Committee shall have general supervision of the financial affairs of *Nu Rho Psi* between meetings of the National Council. It shall be subject to the orders of the National Council, and none of its action shall conflict with action taken by the National Council. The committee will recommend to the National Council an auditor who will prepare the annual audit of *Nu Rho Psi*'s financial records. The National Council will appoint the auditor and the auditor shall report to the National Council.

Section 2. Committee appointments. In all instances where committee membership is not specified, the National President, as soon as possible after installation, shall appoint members of the Society to serve. The standing committees shall become operative upon their appointment, and the members thereof shall serve until their successors are appointed.

Section 3. Committee Bylaws. All standing committees shall have on file in the National Office committee Bylaws, which have been approved by the National council. These Bylaws shall delineate each committee's area of responsibility, membership, conduct of business, criteria for a quorum, and lines of accountability.

Section 4. Presidential role on National committees. The National President shall be an *ex officio* member of all committees on which the President is not specified as a full member. The President has the right, but not the obligation, to participate in the proceedings of the committees. When serving in an *ex officio* capacity, the President is not counted in the determination of a quorum.

Section 5. Special committees. The National President may appoint such special committees as that officer considers being in the interests of the Society.

Article VIII. NEWSLETTER AND OTHER PUBLICATIONS

Section 1. Newsletter. The national organization shall publish a *Nu Rho Psi Newsletter* at least once per year and (if the Newsletter is published in paper form) shall furnish each

chapter with sufficient copies for distribution to all active members of the chapter. Active and Honorary Members are entitled to receive the *Newsletter* without charge. Others may subscribe at a rate established by the National Council.

Section 2. Newsletter editor. The Executive Director shall serve as editor of the *Nu Rho Psi Newsletter*. The editor may nominate, and the National Council may elect, associate editors to assist in the publication of the *Newsletter*.

Section 3. Webpage. The Executive Director shall edit and maintain a *Nu Rho Psi* web page.

Section 4. Other publications. The National Council may authorize other Society publications that they consider in the best interests of *Nu Rho Psi* members or chapters.

Article IX. NATIONAL FINANCES

Section 1. Fiscal year. The fiscal year of the Society shall coincide with the calendar year.

Section 2. Fees. Each new member of *Nu Rho Psi* will be assessed a one-time induction fee set by the National Council. A Charter fee will be assessed as a new Chapter is approved. Annual dues, if any, are established, collected and used solely by each Chapter of the honor society.

Section 3. Sales of Society paraphernalia. Only the National Council may authorize the sale of pins, cords or other Society paraphernalia with the *Nu Rho Psi* insignia.

Section 4. Financial records/reports. The financial records of the Executive Director shall be audited or reviewed at least annually. An annual Treasurer's report shall be submitted by the Treasurer and the Executive Director at the Annual National Meeting.

Section 5. Bonded. The Executive Director and the designated national staff shall be bonded annually in such amount as the National Council shall determine.

Section 6. National Office remuneration. The Executive Director and staff shall be remunerated in an amount determined by the National Council.

Section 7. Taxes. *Nu Rho Psi* shall seek and maintain tax-exempt status.

Article X. NATIONAL MEETING

Section 1. Annual National Meeting. There shall be a *Nu Rho Psi* business meeting held each year at a time coinciding with the annual Society for Neuroscience convention.

Section 2. Location of Annual National Meeting. The annual meeting will be held in the same city as the Society for Neuroscience annual meeting.

Section 3. Conduct of Business. The business meeting will follow *Roberts Rules of Order Revised* and will, as a minimum, include a report from the President and Treasurer. Other business may be raised by active members of the Society based on the agenda which has been published at least a month before the meeting.

Section 4. Notice of Meetings. The President will announce the date, time, and place of the annual meeting at least 2 months before it is to be held. The President will solicit items to be included on the meeting agenda when the meeting is announced. The agenda will be finalized, and published, a month before the annual meeting.

Section 5. Quorum. A quorum will consist of the active members present at the time of the annual meeting.

Section 6. Voting. Active Student, Faculty, and Honorary members may vote on National issues that are decided at the annual meeting. Active Student, Faculty, and Honorary members may also vote on National issues that are decided by ballots that come before or after the Annual National meeting.

Section 7. National Council Meeting. A meeting of the National Council shall be held in conjunction with the Annual National meeting. A quorum shall consist of the members actually present. Subject to the approval of the National Council, each of the National Officers may be reimbursed for all necessary expenses in attending the National Convention.

Article XI. REGIONAL ORGANIZATION

Section 1. Regions. The individual Chapters of *Nu Rho Psi* shall be organized into four geographic regions as described in Article VII of the Constitution.

Section 2. Regional Vice President duties. The Regional Vice President will provide leadership of the federation of Chapters in the region where he/she resides and represent his/her region through service on the National Council. The Regional Vice President may arrange for the offering of the Regional meetings of the Honor Society and establish and maintain a committee structure to perform the work of the regional Honor Society.

Section 3. Regional Committees. Following approval of the National Council, the Regional Vice President may establish standing committees or *ad hoc* committees and appoint regional members to serve on these committees in order to accomplish the goals of that region.

Article XII. CHAPTERS AND CHAPTER ORGANIZATION

Section 1. Precedence. The National Constitution and Bylaws take precedence over the Chapter Bylaws and no provision in the Chapter rules may be contrary to the National Constitution and Bylaws.

Section 2. Autonomy. Within the limits of the National Constitution and Bylaws, each chapter shall have full charge of its activities.

Section 3. Name. The name of each *Nu Rho Psi* Chapter shall be the name of the college or university where the chapter is located, followed by the words, "Chapter of *Nu Rho Psi*." Each chapter shall in addition be identified by one or more Greek letters assigned by the National Council, which signify the sequential order of charters in the national organization by state, e.g., the Alpha chapter of Maryland; the Alpha chapter of Ohio; the Beta chapter of Ohio, etc.

Section 4. New Charters.

Section 4a. An application for a charter shall be submitted to the *Nu Rho Psi* National office for review by the National Council. The application will contain all of the information that may be requested by the Council concerning the group applying for a charter and the institution(s) of which it is a part. A favorable vote by 2/3 of the National Council members shall constitute approval by that body.

Section 4b. The petitioning group that has been approved by the Council shall be granted a charter.

Section 4c. The charter members of a chapter shall be those whose names and credentials appear in the charter application.

Section 4d. An application for a charter must be accompanied by a letter from a neuroscience faculty member, who holds a doctoral degree, indicating willingness to serve as advisor to the chapter if the charter is granted.

Section 4e. The charter of a new chapter shall be issued only after the payment of a charter fee. The amount of that fee is to be determined by the National Council.

Section 4f. There is no requirement for a formal chapter installation. However, if an installation is desired by the new chapter, the installing officer of a new chapter shall normally be a member of *Nu Rho Psi* chosen by the local chapter in consultation with the Executive Director. In unusual circumstances the Executive Director may approve an installing officer who is not a member of *Nu Rho Psi*. All expenses incidental to the installation shall be met by the local chapter.

Section 4g. Chapters shall be established, maintained, or reactivate only in colleges and universities that grant the baccalaureate degree and that are accredited by the appropriate national or regional accreditation agency. Such agencies include the New England Association of Schools and Colleges, the Middle States Association of Schools and Colleges, the Higher Learning Commission, the North Central Association of Schools and Colleges, the Southern Association of Schools and Colleges, the Northwest Association of Schools and Colleges, the Western Association of School and Colleges, and certain appropriate professional accrediting agencies.

Section 4h. Colleges or universities that are geographically close to one another may choose to apply for a charter as a Cooperative Chapter consisting of members from more than one school. In this case, multiple schools will be listed in the NPΨ chapter application and charter.

Section 5. Voting by Chapters on National Amendments

Section 5a. The time limit on the return of votes by chapters on all matters pertaining to national policies and Constitutional/Bylaw amendments will ordinarily be 45 days. Under emergency conditions, however, the National Council may establish a time limit requiring more expeditious action by the chapters. The National Council may also establish a longer time limit in special circumstances such as summer terms, when chapters would be unlikely to be able to comply with the 45 day time limit.

Section 6. Chapter Bylaws. Proposals for new charters must contain statements in the Bylaws pertaining to the following:

- Name of the chapter, including academic affiliation.

- Statement of purpose.
- Membership requirements.
- List of officers and other Chapter leaders, their duties, and requirements.
- Meetings and quorums to conduct business.
- Process for the assessment of dues and assessments.
- Parliamentary authority, procedures for dissolution and the amendment of Bylaws.

Article XIII. AMENDMENTS TO NATIONAL CONSTITUTION OR BYLAWS

Section 1. Dissemination. A proposed amendment shall be publicized in the issue of the *Nu Rho Psi Newsletter* and on the *Nu Rho Psi* web page. Any member of *Nu Rho Psi* may then write to the Executive Director in support of, or in opposition to, the proposed amendment. The views thus expressed in original form, or as edited by the Executive director, shall be presented on the *Nu Rho Psi* web page and in the issue of the *Nu Rho Psi Newsletter* immediately following the one in which the proposed amendment was publicized.

Section 2. Voting. As soon thereafter as practicable, the Executive Director shall mail a copy of the proposed amendment to each chapter. The proposed amendment shall go into effect if and when it receives favorable action by 3/4 of all active chapters voting within 45 days of the mailing of the ballots.

Article XIV. DISSOLUTION

Section 1. Decision to dissolve. A decision to dissolve *Nu Rho Psi* shall require a 2/3 vote of the active membership of the *Nu Rho Psi* Honor Society.

Section 2. Dissolution of assets. In the event of dissolution of *Nu Rho Psi*, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or local government for exclusive public purpose. Notwithstanding any other provisions of these articles, this corporation will not carry on any activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law or (b) a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Revenue law. The National Council shall decide what organizations will receive *Nu Rho Psi* assets.

Nu Rho Psi

THE NATIONAL HONOR SOCIETY IN NEUROSCIENCE

Model Chapter By-Laws

**Revised 20 October 2019
Adopted 4 December 2020**

**BY-LAWS
of the**

**[Name(s) of Institution(s)]
Chapter of Nu Rho Psi**

ARTICLE I --NAME

The name of this organization shall be the _____ *(Note: leave this section blank as the National Council will provide the appropriate Greek letter designation)*
Chapter of Nu Rho Psi, a local unit of Nu Rho Psi, the National Honor Society in Neuroscience, hereinafter referred to as the Chapter and the National Society.

ARTICLE II--PURPOSE

The purpose of Nu Rho Psi shall be to: (1) encourage professional interest and excellence in scholarship, particularly in neuroscience; (2) award recognition to students who have achieved such excellence in scholarship; (3) advance the discipline of neuroscience; (4) encourage intellectual and social interaction between students, faculty, and professionals in neuroscience and related fields; (5) promote career development in neuroscience and related fields; (6) increase public awareness of neuroscience and its benefits for the individual and society; and (7) encourage service to the community.

ARTICLE III—MEMBERSHIP

Section 1. Eligibility

Membership is open to students and faculty of _____ [name of institution(s)] who have demonstrated superior academic achievement in general scholarship and neuroscience and who possess high standards of personal behavior.

A. Regular Student members shall be students enrolled in undergraduate or graduate programs at the time of induction.

1. Undergraduate students shall have completed at least 3 semesters (or 5 quarters) of the college curriculum and be registered for major or minor standing in neuroscience or in a program that has a neuroscience emphasis, have completed at least nine semester hours (or equivalent) in courses in neuroscience¹, have a minimum grade point average of 3.2 on a 4.0 scale, and have a minimum grade point average of 3.5 in neuroscience courses. GPA shall be based on a student's academic record at _____ (name of

¹ Neuroscience courses are those that contribute to the major or minor in neuroscience (or related discipline) at the home institution. Based on their course content, Neuroscience courses are considered relevant to the study of the nervous system and/or have significant neuroscience content. If a Neuroscience major, minor or equivalent program is not available, the courses included in the approved "Application to shelter a chapter of Nu Rho Psi" shall be used to determine if a candidate meets the minimum course requirements.

college or university), but transfer students with a distinguished record from another institution may petition the chapter for consideration of this information.

2. Graduate students (M.A. or Ph.D.) shall be registered for major or minor standing in neuroscience or a program that has a neuroscience emphasis, have completed at least nine semester hours (or equivalent) in courses in neuroscience, and have a minimum grade point average of 3.5 on a 4.0 scale in all graduate courses and a minimum grade point average of 3.5 in neuroscience courses.
- B. Provisional undergraduate student members shall be enrolled in undergraduate or graduate programs at the time of induction. Undergraduate students may apply for provisional membership if they are pursuing a degree in neuroscience, or a closely related discipline, but have not yet attained the requisite credit hours and/or number of courses required for election as a regular student member. To be eligible to apply for provisional membership, a student shall have completed at least one semester, or two quarters, with a minimum cumulative grade point average of 3.50 on a 4.00 point scale, and have completed at least one neuroscience-related course (e.g. Introductory Neuroscience or Neuroscience Seminar). Upon attaining regular member requirements, the student shall submit an application for regular student membership, which will be subject to approval by the local chapter as specified in the chapter bylaws (1.A.1).
 - C. Optional Higher Qualifications: Any chapter may establish minimum scholastic qualifications that are higher than those listed in Article III, Section 1a.
 - D. Faculty members who teach and do research in the area of neuroscience and are employed by institutions where there is an active chapter of Nu Rho Psi may become active members of the Chapter upon election to membership and induction into Nu Rho Psi.
 - E. Alumni and Honorary members may also be elected consistent with the procedures contained in the National Constitution and Bylaws.
 - F. Membership in Nu Rho Psi is open to qualified candidates of any age, sex, sexual orientation, religion, race, color, handicap/disability, and national/ethnic origin.

Section 2. Selection Process

- A. Application for membership shall be open each academic year with the public announcement of the deadline for application established a minimum of two weeks before the deadline.
- B. The Chapter advisor or other qualified college/university official of _____ [name(s) of institution(s)] will review an official transcript submitted by the applicant to verify eligibility.
- C. Charter members and applicants who meet eligibility criteria of a chapter are elected by the Nu Rho Psi National Council at the time of application approval

Section 3. Induction of New Members

- A. Induction of new members shall take place at least once each year, either at a regular meeting of the Chapter or a Chapter banquet.

- B. Prior to induction, each prospective member shall pay an induction fee as determined by the National Society, which shall entitle the inductee to life membership without payment of further dues or assessments to the National Society. Annual dues may be collected by local Chapters (see Article IX).
- C. Inductees shall pay chapter dues as established by the Chapter.

Section 4. Active and Inactive Status

- A. A student member shall be considered to be active in Nu Rho Psi if he/she pays dues and assessments for the semester/year, if applicable, and attends all of the chapter meetings during a semester. The Executive Committee may waive, replace, or otherwise modify the attendance requirement in instances where the regular meeting time conflicts with a student's required presence elsewhere.
- B. Students who are on academic or non-academic probation or suspension will be placed in an inactive status and will be ineligible to participate in Chapter activities. Students on probation or suspension may apply for readmission at the end of their probation or if they are reinstated at the College/University.
- C. Students who are not current in chapter dues and assessments will be placed in an inactive status, until such time that any amount due the Chapter is paid.
- D. A faculty member shall be considered to be active in Nu Rho Psi if he/she pays dues and attends at least one meeting or activity during the semester.
- E. The chapter secretary shall provide a list of active and inactive members to the members and Chapter advisor each semester.

Section 5. Provisional Membership

- A. Provisional members will be considered active members of a local chapter, and eligible to attend all chapter activities
- B. Provisional members are not eligible for chapter officer positions
- C. Provisional members are not eligible to apply for national Nu Rho Psi awards and grants

ARTICLE IV--OFFICERS

Section 1. Eligibility requirements for Officers

- A. Officers must be regular members of Nu Rho Psi and registered as full-time students, in good academic standing both at the time of the election and while serving as an officer.
- B. At the time of election and during the time served the officers must have attained and maintained the scholarship required for selection to membership.
- C. Officers must perform the duties of the office at a satisfactory level.

Section 2. Officers and Collective Responsibility

- A. The principal officers of this chapter shall be President, Vice President, Secretary, and Treasurer. Additional officers, such as service chair, historian, etc. (see below), may be elected at the discretion of the members.

- B. The officers shall perform the duties prescribed by these bylaws, the bylaws of the National Society, and by the parliamentary authority adopted by the Chapter, and shall fulfill such other duties and requirements as may be determined by the National Society.

Section 3. Officers and Duties

- A. President--shall lead the Chapter, preside over regular and executive meetings, coordinate group activities, represent the organization at university functions, and communicate with the officers and advisor(s) on all matters.
- B. Vice President--shall assist the president, preside over meetings in the absence of the president, and represent the organization at university functions in the absence of the president.
- C. Secretary—shall record minutes at all business meetings, check attendance at meetings, keep permanent records (including membership log), and correspond on behalf of the organization.
- D. Treasurer—shall, consistent with the rules of the College/University, maintain a checking (or other) account exclusively for the organization, collect dues, pay bills, oversee other monetary transactions including fundraising, and prepare, maintain, and present a budget and financial report at least once per year.

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- E. Membership Chair--shall coordinate recruitment and selection of new members, and prepare and distribute announcements regarding membership and selection deadlines.
 - F. Service Chair--shall coordinate participation of the members in service activities, maintain records of service activity, and approve/ disapprove service activities substituted for missed meetings.
 - G. Social Chair--shall coordinate social activities for the organization – including those associated with regular meetings and annual banquets (if applicable).
 - H. Historian--shall be responsible for establishing and maintaining historical records of the organization, including textual and photographic records of officers, new members, and activities.
 - I. Social Media Chair--shall be responsible for maintaining and updating the webpage and other social media platforms for the local Chapter of Nu Rho Psi, including the posting of a calendar of events.
 - J. Other officers as desired by the Chapter.

All officers are responsible for transferring materials relevant to their office to the newly elected officers and for providing training of the new officers.

Section 4. Election Process

- A. At a regular Chapter meeting preceding the meeting at which the election of officers is to be held, either a nominating committee can be formed or individuals can be nominated/self-nominate for positions at the meeting. How nominations are conducted should be at the discretion of the officers and chapter advisor, and procedures should be made clear for all members. If a nominating committee is utilized three to five members shall be elected. The chair shall be a member of the Executive Committee (i.e., the officers of the Chapter and the

Chapter advisor, see below), and at least one member of the committee shall be a faculty member. 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.

- B. The officers shall be elected by ballot to serve for one year or until their successors are elected.
- C. The term of office shall begin _____ (state when).
- D. Election shall be by simple majority vote of the members voting.
- E. A vote shall be taken on one office at a time, beginning with the presidency.
- F. In the event that no one receives a majority for a given office, then the two candidates with the most votes shall be in a runoff.
- G. In the event that an office is not filled, the president-elect may appoint a member to that office.
- H. No member shall hold more than one office at a time, and no member shall serve more than two terms in the same office.
- I. 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.
- J. Any officer may be removed from office for failure to adequately perform his/her duties. Removal from office requires a majority vote of the Executive Committee and the approval of the Chapter Advisor(s).

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.

Section 2. Special Meetings

Special meetings can be called by the President or the Executive Committee. A special meeting may also be called upon the written request of ten active members (or the majority of members – if membership is less than 10) 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.

ARTICLE VI—EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the Chapter and the Chapter Advisor.

Section 2. The Executive Committee shall have general supervision of the Chapter between its business meetings, fix the hour and place of meetings, make recommendations to the Chapter, and shall perform such other duties as are specified in these bylaws and the bylaws and rulings of the National Society.

Section 3. Meetings of the Executive Committee shall be called by the President or by any three members of the committee.

ARTICLE VII—CHAPTER ADVISOR

Section 1. The Chapter shall have a chapter advisor who is a member of Nu Rho Psi and a member of the faculty of _____ [name(s) of institution(s)].

Section 2. The Chapter Advisor shall assist the Chapter in fulfilling its purpose and the requirements of the National Society.

ARTICLE VIII—COMMITTEES

Section 1. Standing Committees (see below) and Special Committees shall be established at the discretion of the Executive Committee and Advisor.

- A. Membership--shall facilitate recruitment and selection of new members
- B. Service--shall facilitate participation of the members in service activities
- C. Social--shall facilitate social activities for the organization.

ARTICLE IX—FINANCES

Section 1. Dues

A. Induction and chapter dues² will be established annually, along with the date dues must be submitted, at the start of each academic year.

1. Chapter induction dues will be \$ _____ and collected when membership application is submitted
2. If applicable, dues will be \$ _____ per semester/year and collected by _____ (date).

C. In the case of financial hardship, the dues can be waived by the Chapter Advisor or treasurer.

D. A member who fails to pay dues shall be "inactive."

E. Inactive members will be ineligible to participate in organizational activities which are exclusively for Nu Rho Psi members. Inactive members shall be ineligible for chapter awards or scholarships and will be ineligible to vote.

² Beyond the national induction fee, Chapter induction or annual chapter dues are not required, and should be determined by the chapter advisor and officers annually. If these fees do not apply at the time of application, state \$0 on chapter bylaw application

Section 2. Banking

- A. Nu Rho Psi Chapter monies obtained from a College/University will be handled as specified by the school. All other monies belonging to the Nu Rho Psi Chapter shall be deposited and disbursed through a bank account or institutional account established for this organization.
- B. All funds must be deposited within one week after collection.
- C. The President and Treasurer shall have check writing privileges. The Chapter Advisor shall be listed on the account but will assume no financial responsibility for the maintenance of the accounts or payment of bills.
- D. As soon as possible after the installation of new officers the signatures of the new President and Treasurer shall be added to the signature card at the bank and the names of the outgoing President and Treasurer deleted.

Section 3. Treasurer responsibilities

- A. The Treasurer shall keep a record of receipts and expenditures and a file for bank statements and other financial matters.
- B. The Treasurer shall provide the Chapter and the Chapter Advisor a financial statement at least once each semester.
- C. The Treasurer shall collect dues in a timely manner and provide members with a receipt.

ARTICLE X—PARLIAMENTARY AUTHORITY

Section 1. The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution and Bylaws of the National Society, and any special rules of order the Chapter may adopt.

ARTICLE XI—INACTIVE CHAPTERS

- A. Chapters that do not induct any members during an academic year must contact the executive director of Nu Rho Psi to acknowledge that the chapter is still active.
- B. Chapters that have not contacted the executive director, or responded to attempts from the executive director to contact the chapter advisor in over a year will be considered inactive and placed on probation.
- C. If a chapter has been inactive for three consecutive years, the chapter will be dissolved according to Article XII Section 2.

ARTICLE XII—DISSOLUTION

Section 1. A decision to dissolve the Chapter shall require a majority vote of the active Chapter membership.

Section 2. In the event that the organization is dissolved, all moneys and possessions of the organization shall be donated to the National Society or _____ [name(s) of institution(s)] by a simple majority vote.

Section 3. If a chapter is dissolved due to inactivity and wishes to reform at a later time, bylaws must be resubmitted, but the chapter will not be subjected to the chapter application fee.

ARTICLE XIII – TAX EXEMPT PURPOSE OF NU RHO PSI

Section 1. This chapter of Nu Rho Psi is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code (IRC), or corresponding section of any future federal tax code. As such, all activities of this chapter are dedicated to furtherance of one or more of these exempt purposes and this chapter’s assets are dedicated to an exempt purpose within the IRC 501(c)(3).

Section 2. The chapter advisor is responsible for filing tax-exempt status annually.³

ARTICLE XIV - AMENDMENT OF BYLAWS

These bylaws may be amended with approval of the chapter advisor, and by a majority vote at any chapter meeting, provided the proposed amendment has been submitted in writing at a previous regular meeting or has been submitted in writing or email to all active members of the Chapter at least two weeks prior to the meeting at which it is to be considered. Changes to the Bylaws must be consistent with the Constitution and Bylaws of the National society and forwarded to the National Council upon adoption.

³ Information can be found at: <https://www.irs.gov/charities-non-profits/exempt-organization-annual-filing-requirements-overview>

Model Nu Rho Psi Induction Ritual

27 July 2012

Introduction

These instructions are presented as a guideline for Nu Rho Psi Chapter induction ceremonies. While flexibility and different degrees of formality may be appropriate, the following order of ceremonies and instructions are offered to assist local chapters in carrying out this essential ritual. It is always appropriate to invite Nu Rho Psi Alumni Members, Honorary Members and National Board members to these proceedings. It is left to the discretion of the faculty adviser and chapter to decide whether the ceremony will be open to the institution's community or if it will be by invitation only. If they are Nu Rho Psi members, faculty, deans, department heads and other administrative officers should be reminded to wear Nu Rho Psi insignia and, possibly, academic attire to enhance the solemnity of the ceremony. Members, especially officers, should wear their insignia.

Provision for music at the entrance and exit or a suitable musical interlude might be made. The institution's song and/or an appropriate anthem might be sung.

The initiates present should be seated in a central place. Chapter officers are also to have prominent places. Honorary inductees and the student inductees should be seated where they can be seen and where they can move conveniently about and to the dais area. The faculty should be seated near the candidates.

Order of Ceremonies

Introductory remarks, History of Nu Rho Psi, and an explanation of goals
Introduction of Guests: National Board members, Alumni Representatives, etc.
Introduction of Candidates
Description of the Nu Rho Psi symbols
Presentation of Insignia and Certificates
Conferral of Honorary and Alumni Memberships (optional)
Remarks of the Chapter President or invited speaker
Remarks by School President, Faculty Adviser, or Guest Speaker (optional)
Announcements: Reception/Banquet and any other appropriate closing

General Instructions

The objective is to make the ceremony as impressive as possible for the inductees and guests. Chapter officers are urged to retain the essentials but are free to add elements that will enhance the ceremony.

The presiding officer, other officials and guests sitting at the dais shall be selected by the chapter and may distribute the speaking parts of the ceremony as appropriate. Variety and interest are added to the ceremony when a number of active members (student, alumni, National Council and honorary) participate as well. When a National Council member is a guest of honor, he or she shall be the presiding officer.

Introductory remarks, History of Nu Rho Psi, and an explanation of goals

“Members of Nu Rho Psi, candidates for initiation, and friends: We are here today for the purpose of initiating new members into Nu Rho Psi, the national Neuroscience honor society. Nu Rho Psi was founded in 2006 under the auspice of the Faculty for Undergraduate Neuroscience and through the joint efforts of faculty and students at Baldwin-Wallace College, Baylor University and Johns Hopkins University. There are currently ____ chapters of this rapidly growing society.

The aims of Nu Rho Psi are to: (1) encourage professional interest and excellence in scholarship, particularly in neuroscience; (2) award recognition to students who have achieved such excellence in scholarship; (3) advance the discipline of neuroscience; (4) encourage intellectual and social interaction between students, faculty, and professionals in neuroscience and related fields; (5) promote career development in neuroscience and related fields; (6) increase public awareness of neuroscience and its benefits for the individual and society; and (7) encourage service to the community.

Scholarship is the most important qualification for membership in Nu Rho Psi. This reflects the primarily intellectual purpose of science and higher education more generally. But a high grade point average alone does not demonstrate true scholarship, nor does the mastery of information and specialized knowledge. Nu Rho Psi membership recognizes interdisciplinary scholarship and acknowledges those persons as scholars who possess a depth of comprehension and a breadth of knowledge about the nervous system. Nu Rho Psi honors those students who have a passion for knowledge, the world of ideas, and critical analysis. The true scholar realizes that education and knowledge are lifelong pursuits, and the true scholar never loses contact with the world of reality beyond the library or the laboratory. Knowledge should not exist in a vacuum; it should be shared to ennoble the world in which we live. Through a balanced integration of experiences, the scholar advances in both knowledge and wisdom in a way that benefits our community at large.”

Introduction of Guests: National Board members, Alumni Representatives, Honorary Members, etc.

Honored guests are introduced.

Introduction of Candidates

It is desirable that each candidate be identified as clearly as possible. This may be accomplished by clearly announcing each name and something about his/her accomplishments before the ceremony. This may be supplemented by nametags, which will identify candidates to the faculty and guests attending the ceremony and/or by publication of names in the induction program. If candidates are not present, their names may be read after all present are introduced.

Description of the Nu Rho Psi symbols

Nu Rho Psi is the only nationally-recognized honor society in the area of brain research. The study of the brain is one of the noblest of academic pursuits because a deep and true understanding of the principles by which the brain works contributes directly to the

quality of our lives and the well-being of future generations. You have demonstrated, both by your interest in and commitment to this interdisciplinary study and by your high scholastic achievement, that you have the potential to excel as a neuroscientist and so deserve the honor of membership in Nu Rho Psi. With this special honor comes the special obligation to advance the goals of the society which you have just heard.

The Greek letters of our honor society, “NPΨ”, designate the study of neuroscience – the interdisciplinary science that engages our members in the study of the Nervous System and is the unifying focus of this honor society. The Greek letter Nu (N, ν) stands for the noun Nous (pronounced “noose”), meaning “Mind”. The letter Rho (P, ρ) stands for the verb Pueaoai (pronounced “hruesthigh”) meaning, “to cure”. The letter Psi (Ψ, ψ) stands for the noun Psyche (pronounced “psuke”), meaning “life”.

Our lives will benefit from the study of the brain and mind with the ultimate goals of providing treatments and cures for the psychological and neurological disorders that plague humankind. The advancement of knowledge about the brain is the best hope we have for achieving this goal.

The badge and insignia of the society is:



Presentation of Insignia and Certificates

“You have earned membership in this illustrious society by attaining high standards of scholarship not only in the interdisciplinary study of neuroscience but also in your overall academic work as well, in accordance with the rigorous criteria set forth in the national constitution of Nu Rho Psi and the by-laws of _____chapter. This honor can be obtained in only one way. It cannot be bought nor can it be had as a gift. It must be earned by faithful, earnest toil, by serious application to studies, and persistent application in scholastic work. Your success in college has brought you this recognition. Congratulations!

WILL THE CANDIDATES FOR INITIATION INTO NU RHO PSI PLEASE STAND.

Your eligibility for membership in Nu Rho Psi has been affirmed by (name of Chapter Advisor) and the National Board. You are duly invited to lifetime membership in both the national organization of Nu Rho Psi and this (name of chapter) chapter. By accepting this honor you signify your acceptance of and commitment to the ideals of high scholarship, integrity, and citizenship embodied in the goals, bylaws and constitution of Nu Rho Psi. Please come forward as I call your name.”

(Each initiate is called by name and steps forward and receives his/her insignia and membership certificate from the Chapter Advisor, Department Chair, Chapter President, or other designated official, with appropriate words of congratulation. Each initiate faces the

audience and signs a log book which is a permanent historical record of the induction. This book is maintained by the chapter in perpetuity.)

Conferral of Honorary and Alumni Memberships (optional)

Chapters are also urged to consider candidates for honorary membership from among their own, or other, graduates. According to the Nu Rho Psi Constitution: “Honorary members shall be distinguished persons who have national or international reputations because of the contributions they have made to neuroscience. A chapter may nominate a person for honorary membership by submitting that person’s name and qualifications to the National Officers for election to honorary member status. This requires a majority vote of the Officers.”

Induction of the honorary member(s) should be delayed until student members are recognized and have received their insignia and certificates. The faculty advisor should then step forward to introduce the honorary/alumni and ask that the citation be read. To avoid awkwardness, decide beforehand if the person(s) honored will come to the dais or stand at their place.

Another possibility is to make the presentation at an induction banquet. At the appropriate time, the faculty adviser (or another designated person) could introduce the honorary/alumni member and read the citation. The president could then confer the insignia and certificate and introduce the honorary/alumni member as the banquet speaker if such an arrangement is desired.

Remarks of the Chapter President or invited speaker

The remarks will be brief (10 minutes or less) and will address some topic relative to the study of the brain and the significance of this work.

Remarks by School President, Faculty Advisor, or Guest Speaker (optional)

These remarks should be very brief (5 minutes or less) and will emphasize the significance of the honor just bestowed.

Announcements: Reception/Banquet and any other appropriate closing

New inductees may form a reception line where they may be greeted by well wishers. Alternatively, a reception with appropriate refreshments may follow the ceremony. If resources allow it, a banquet may follow the ceremony.