

# *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**

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**[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 neuroscience<sup>1</sup>, 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

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<sup>1</sup> 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 dues<sup>2</sup> 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.

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<sup>2</sup> 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.<sup>3</sup>

### **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.

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