Constitution and Bylaws for the

Clemson Society for Industrial-Organizational Psychology (CSIOP)

I. Purpose of CSIOP:
   a. Provide students with opportunities to enhance academic, civic, professional, and social development through guest speaker visits, community service experiences, and social events;
   b. Facilitate communication among students and faculty of the I-O psychology program concerning academic, social, and other issues via a biannual newsletter and regular meetings;
   c. Encourage involvement in activities of the Industrial-Organizational (I-O) Psychology program specifically, and of Clemson University in general;

II. Requirements for membership:
   a. Eligibility for membership shall be limited to students of Clemson University. Membership shall have three categories with the following stated privileges:
      i. Associate member – faculty and undergraduate students from any department at Clemson University
         1. Associate members will have all privileges of community members as well as the opportunity to serve on any subcommittees within CSIOP.
      ii. Full member – graduate students from any department at Clemson University
         1. Full members will have all privileges of associate members and also will be eligible to run for election to an official position (as listed below).

III. Official positions of the organization
   a. All of the following positions have a one academic year (May 1st to the following April 30th) term and must do their best to attend each committee and general membership meeting:
      i. Executive members
         1. The duties of the President shall include:
a. Oversee operations of the organization, which includes overseeing the other executive members and cabinet members.

b. Provide vision and direction for CSIOP.

c. Represent CSIOP to the graduate school and psychology department.

d. Preside at the committee and general membership meetings as the committee chairperson. This will include preparing and distributing an agenda in collaboration with the other committee members and managing each meeting.

e. Serve as the primary individual responsible for maintaining up-to-date Bylaws and Election Process documents and distributing them to the media coordinator, other committee members, and the TigerQuest website.

f. Manage the CSIOP email account and coordinate emails to the membership.

g. Assist VP with applied experience consulting duties.

h. Establish the date, time, and location of a minimum of two (2) CSIOP general membership meeting, and two (2) CSIOP committee meetings each per fall and spring semester, provide the schedule of meetings to the newsletter coordinator, and have the authority to schedule additional meetings as deemed necessary with one week prior notification to the CSIOP committee.

i. Provide a column for the CLIP newsletter on any new business of interest to the general membership.

j. Oversee the implementation of all CSIOP activities and follow up with those persons who have agreed to manage each activity.

2. The duties of the Vice-President shall include:
a. Serve as a spokesperson for CSIOP. This will include reaching out to guest speakers to invite and coordinate their visits.

b. Make flyers and hang them around the department one week in advance for all guest speaker visits, lunches with speakers, First Friday events, and any other events which take place in the conference room (outside social events will be organized and promoted by the social affairs coordinator).

c. Work with social chair to organize lunch events with guest speakers, including making reservations when necessary and monitoring RSVPs.

d. Coordinate guest speaker travel arrangements and visit details and any other professional development events (e.g., First Friday events, field trips, job shadowing, etc.).

e. Seek out applied experience for interested graduate students in the form of student consulting.

f. Ensure the secretary, president, media-coordinator, and social events chair are informed of guest speaker visits and event details by the end of the first month of each semester.

g. Assist with managing and coordinating the committee and general membership meetings.

h. Provide input to the CLIP newsletter each semester.

i. Assume the role of the President if the President should vacate his or her role at any time other than the end of the spring semester.

3. The duties of the Secretary shall include:

a. Responsibility for taking meeting minutes at each committee and general organization meeting either by hand or using a word processing program (e.g., Microsoft Word). Each set of minutes shall contain a copy of the agenda, a
list of all members in attendance, and a description of any business that transpires.

i. This includes gathering agenda items prior to the meeting from officers.

b. Make minutes available in electronic format in a timely fashion after meetings, and store an electronic copy of all previous minutes.

c. Manage the CSIOP Google Drive folder and ensure updated officer files are uploaded. This includes officer transition documents, updated roster, meeting agendas/minutes and general record keeping (including yearly achievements).

d. Update the TigerQuest account each semester with the current bylaws and email to president.

e. Coordinate updates and modifications of officer transition sheets each spring semester and upload to drive.

f. Assist with other duties as needed.

4. The duties of the Treasurer shall include:

a. Maintaining the finances of CSIOP, keeping a full account of money distributed and received, and making a report of that account available when needed.

b. Collect dues money from members, disperse mugs to new members and guest speakers, and maintain a list of who has paid dues along with when those memberships will expire.

c. Prepare applications/budgets for funding requests to submit to GSG, attend finance committee hearings, and submit receipts to GSG after funded events.

d. Coordinates fundraising events as needed (at least 1 fundraising event per year).

e. Update TigerQuest monthly with redacted statements.
f. Update TigerQuest at the beginning of the semester through confirming information, completing treasurer knowledge quiz.

ii. Cabinet members

1. The duties of the Social Affairs Coordinator shall include:
   a. Coordinate and create email announcements for social events.
   b. Handle scheduling and coordinating room or venue reservations for social events.
   c. Work with Vice President to schedule and make any necessary reservations for lunch or happy hour with guest speakers before or after their talk. This may also include ordering lunch and bringing it to the talk (e.g., a sandwich tray).
   d. Manage the CSIOP E-vite account and send out event invitations to members for SIOP reception.
   e. Maintain an inventory of supplies for events (e.g., picnic supplies).
   f. Maintain communications with other graduate programs and/or organizations (e.g., Clemson HFES, the Clemson Management Student Association, or the Clemson MBA Student Association).
   g. Work with Treasurer on coordinating events (e.g., funding).
   h. Create and keep an updated copy of a social events calendar.
   i. Organize CSIOP reception for SIOP conference.
   j. Create list of what to do at SIOP to be published in the special SIOP edition of the CLIP.

2. The duties of the Alumni & Undergraduate Liaison shall include:
   a. Maintain contact with alumni of the graduate program in I-O psychology.

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b. Maintain a list of alumni contact information (e.g., email addresses).

c. Maintain alumni and current student job and internship information (including a running list of names of the employer and the locations of the employer alumni worked/are working in). Send this updated information to the Media Coordinator once per semester to be included on the CSIOP website.

d. Send an email to the undergraduate psychology majors email distribution list and Creative Inquiry leaders providing information about joining CSIOP.

e. Solicit updates from one or two alumni to include in the biannual newsletter (Spring CLIP) in the “Roving Tigers” column.

   i. This may include writing and editing this column for the Media Coordinator.

f. Attend one undergraduate Psychology Club meeting per school year and provide a brief presentation about I-O psychology and CSIOP.

g. Coordinate with treasurer on any new undergraduate member information to update membership lists.

h. Host graduate school informational sessions for undergraduate members every Fall semester.

i. Coordinate with Social Affairs Coordinate in hosting events for undergraduate members & alumni (e.g., conference receptions and homecoming tailgate).

j. Update the membership list Google document and on TigerQuest and add current membership list at the beginning of the semester.
k. Manage and maintain CSIOP and HFES Mentorship Program. Update mentor and mentee profiles and coordinating matching process.
   i. Coordinate with HFES representative in charge of mentorship program.

3. The duties of the Media Coordinator shall include:
   a. Assist with the solicitation of columns and be the primary individual responsible for organizing, formatting, and publishing the semester newsletter.
      i. The media coordinator may appoint a subcommittee to assist with the newsletter.
   b. Work with the social affairs coordinator to maintain the CSIOP LinkedIn page throughout the semester by updating the events, pictures, thesis & dissertation defenses, etc.
   c. Coordinate with officers to take photos at CSIOP events and upload them to the CSIOP website.
   d. Maintain the CSIOP website, including updating the events for each semester, the current officers, pictures from any recent events, a running list of alumni employers, and a current copy of these bylaws.
   e. Compile list of presenters and schedule of presentations at SIOP to create special SIOP edition of the CLIP.
Selection for official positions

iii. Nomination for all official positions shall be taken via email no later than 14 days before the last general membership meeting of each spring semester. The process shall be voluntarily overseen by an associate member, or a full member who does not wish to be nominated as an officer. This volunteer will be solicited during the spring semester, and the President shall provide the volunteer with the most up-to-date election process document, which describes the steps to be taken in the election process.

iv. All current full members (that is, graduate students from any department at Clemson University) may be nominated for the official positions of the organization. In addition, individuals may serve in an executive role and one cabinet role, if they so choose.

1. Nominees are required to submit a short bio detailing their experience and goals for their position (3-5 sentence max).

v. The volunteer shall follow the election process document to execute the election, which will include the following steps:

1. Send an email to all active members with a link to the list of individuals who are eligible for nomination. Members will be asked to nominate one full member for each of the executive roles and cabinet positions. Self-nominations are acceptable. The deadline for collecting nominations will be 3 days from the date that the email goes out.

2. Once the nominations are collected, the volunteer shall notify the nominees of their nominations and ask them to respond via email within two days (48 hours) to indicate acceptance or rejection of any or all of the nominations.

3. Once the nominations are accepted and a final list of nominees is compiled, the volunteer shall email the general membership a link to the ballot and provide everyone with 2 days to vote.
4. Once all votes have been collected and tabulated, the volunteer shall email send an email to csiop@clemson.edu with a list of the elected officers.

vi. For positions in which three or more candidates are identified, a nominee must win by a margin of at least two votes for a specific position in order to win the seat. If no candidate meets this requirement during the initial voting process, a run-off election between the top two candidates should be held by emailing a link to a run-off ballot to the membership list, allowing 48 hours for members to vote. During the run-off election, a two-vote margin does not have to be achieved; rather the candidate with the most votes will win the seat. Likewise, if there are only two candidates for a position, no specific margin of victory is required. In the event of a tie in a run-off election, a random number generator will be used to randomly select one of the candidates, and this person will win the seat.

vii. If an individual is elected for more than one position, he or she will be given the option to serve in a maximum of one executive and one cabinet position. Before announcing the new officers, any individual with multiple elected positions must be notified to determine whether the individual is willing to serve in multiple roles. If an individual is elected for multiple executive or cabinet positions, he or she will be given the option of which position he/she would like to take, and the candidate with the second highest number of votes in the decline position will win the seat.

viii. The incoming officers and outgoing officers will all be present at the last committee meeting of the spring semester (and if possible, the general membership meeting as well), and the old officers shall make themselves available to help the incoming officers transition into their roles (e.g., respond to email inquiries) through completion of the role transition sheet.

b. Filling a vacancy

i. If an executive (other than President) or cabinet member should vacate a position at any time other than the end of the spring semester, then nominations will be taken to fill this position in a similar manner to the
above nomination process via email within one month of the position becoming vacant.

ii. If the President should vacate his or her position at any time other than the end of the spring semester, the Vice President automatically assumes this role and nominations will be taken to fill the Vice President position.

c. Selecting a faculty advisor

i. Also no later than 14 days before last general membership meeting of each spring semester, the faculty advisor position will be filled. The current faculty advisor will have preference if they choose to stay as faculty advisor for an additional year.

ii. If they no longer wish to serve in this role, then a new advisor will be solicited from the faculty.