**Nu Rho Psi**

**THE NATIONAL HONOR SOCIETY**

**IN NEUROSCIENCE**

**Chapter Bylaws**

**BY-LAWS**

**of the**

**Ohio State University**

**Chapter of Nu Rho Psi**

**ARTICLE I –NAME**

The name of this organization shall be the Epsilon 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—MEMBERS**

**Section 1. Eligibility**

Membership is open to students and faculty of the Ohio State University who have demonstrated superior academic achievement in general scholarship and neuroscience and who possess high standards of personal behavior.

A. 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[[1]](#footnote-1), 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 the Ohio State 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. 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.

C. Alumni and Honorary members may also be elected consistent with the procedures contained in the National Constitution and Bylaws.

D. Membership in Nu Rho Psi is open to qualified candidates. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

**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 the Ohio State University will review an official transcript or unofficial advising report (or other similar document, submitted by the applicant if such records cannot be accessed electronically via the university’s systems) to verify eligibility.

C. Election to membership shall be by a majority vote of the Membership Committee, which shall consist of the Vice President, Membership Chair, and three general members appointed by the Vice President and the Membership Chair.

D. Charter members 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 lifetime membership without payment of further dues or assessments to the National Society. However, 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 they pays dues and assessments for the semester and attend all of the chapter meetings during a semester. The Executive Board 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. An unexcused absence occurs when a member fails to attend a scheduled meeting and provides no prior notice. An excused absence occurs when the Executive Board approves the absence of a member at a scheduled meeting in advance. Two unexcused absences during the semester will result in suspension of membership for the remainder of said semester. After any third absence (per the addition of excused and unexcused absences) during the semester, membership will be suspended for the remainder of said semester.

C. 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.

D. Students who are not current in chapter dues and assessments, which are separate from Nu Rho Psi National dues, will be placed in an inactive status, until such time that any amount due to the Chapter is paid.

E. A faculty member shall be considered to be active in Nu Rho Psi if they pay dues and attend at least one meeting or activity during the semester.

F. The chapter secretary shall provide a list of active and inactive members to the members and Chapter advisor at the beginning of each semester.

**Section 5. Methods for Removing Members and Executive Officers**

1. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.
2. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.
3. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**ARTICLE IV--OFFICERS**

**Section 1. Eligibility requirements for Officers**

A. Officers must be active members of Nu Rho Psi, be registered as students, and be 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 (Executive Board) of this chapter shall be the President, Vice President, Secretary, and Treasurer. Additional officers, such as service chair, historian, etc. (see below, Section 3. E-J.), 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, prepare and distribute announcements regarding membership and selection deadlines, and plan and conduct Nu Rho Psi chapter inductions, with the assistance of Social Chair.

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), and assist Membership Chair in the execution of Nu Rho Psi chapter inductions.

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. Web Master—shall be responsible for maintaining and updating the webpage for the local Chapter of Nu Rho Psi, including the posting of a calendar of events.

J. Other officers as deemed necessary by the Chapter.

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

**Section 4. Election Process**

A. The Nominating Committee shall be chaired by a member of the Executive Board (i.e., the officers of the Chapter and the Chapter advisor, see below), and shall include one faculty member and any other members of the organization appointed at the chair’s discretion. It shall be the duty of this committee to approve candidates who have nominated themselves or who have been nominated by the Nomination Committee for the offices to be filled at a regular meeting in March.

B. For members to nominate themselves, they shall submit a letter of intent by email to the official chapter account.

C. The officers shall be elected by secret ballot to serve for one year or until their successors are elected.

D. The term of office shall begin at the end of the academic year.

E. Election shall be by a simple majority vote of the members voting.

F. A vote shall be taken on one office at a time, beginning with the presidency.

G. In the event that no one receives a majority for a given office, then the two candidates with the most votes shall enter a runoff election.

H. In the event that an office is not filled, the President-Elect may appoint a member to that office or the executive board may decide to hold an election in which the general body votes.

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

J. 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 way of appointment from the general membership by the Executive Board with the approval of the Chapter Advisor.

K. Any officer may be removed from office for failure to adequately perform their duties. Removal from office requires a majority vote of the Executive Board and the approval of the Chapter Advisor.

**ARTICLE V--MEETINGS**

**Section 1. Regular Meetings**

The Executive Board 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 Board. A special meeting may also be called by 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**

No less than half of the active members shall be present to constitute a quorum for the transaction of business.

**ARTICLE VI—EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the principal officers of the Chapter and the Chapter Advisor.

**Section 2.** The Executive Board shall have general supervision of the Chapter between its business meetings, fix the hour and place of meetings, make recommendations to the Chapter, cause all reports required by the National Society to be submitted in a timely manner, and shall perform such other duties as are specified in these bylaws and in the bylaws and rulings of the National Society.

**Section 3.** Meetings of the Executive Board shall be called by the President or by any three members of the board.

**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 the Ohio State University.

**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 may be established at the discretion of the Executive Board and the Chapter 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. Dues shall be determined per academic year by the Executive Board and will be collected from all active members.

B. A member who fails to pay dues shall be deemed inactive.

C. 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.

**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 established for this organization.

B. All funds must be deposited within one week after collection.

C. The Treasurer and the Advisor 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. Within one month of the installation of new officers the signature of the new Treasurer shall be added to the signature card at the bank and the name of the outgoing 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 guide 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—DISSOLUTION**

**Section 1.** A decision to dissolve the Chapter shall require a two-thirds 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 the Ohio State University.

**ARTICLE XII—AMENDMENT OF BYLAWS**

These bylaws may be amended at any meeting of the Chapter by a two-thirds vote, 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 must be forwarded to the National Council upon adoption.

**ARTICLE XIII—NON-DISCRIMINATION POLICY OF THE ORGANIZATION**

**Section 1. Non-Discrimination Policy:** All student organizations desiring to benefit from active, registered student organization status with Ohio State University must include in their constitution a non-discrimination policy statement that accords with and is at least as broad as the University’s Non-Discrimination policy statement. The University’s non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10 (https://hr.osu.edu/public/documents/policy/policy110.pdf) is as follows:

*“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.*

*Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.”*

An example of an acceptable non-discrimination policy statement for a student organization is as follows:

*This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*

Additionally, your organization is also encouraged to include the following statement regarding the University’s Sexual Misconduct Policy:

*As a student organization at The Ohio State University, \_\_\_(Organization Name)\_\_ expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:* [*https://hr.osu.edu/public/documents/policy/policy115.pdf*](https://hr.osu.edu/public/documents/policy/policy115.pdf)*.*

*If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.*

1. Neuroscience courses are those that contribute to the major or minor in neuroscience (or related discipline) at the home institution. 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. [↑](#footnote-ref-1)