

Psychology Society Constitution

Article I. NAME

The name of this Society shall be the "University of Guelph Psychology Society" ("Psychology Society").

Article II. PURPOSE

Section 1. The purpose of Psychology Society shall be to:

- A. Foster leadership development through the coordination of educational and social projects
- B. To act as a liaison for Psychology (major and/or minor) students to the University of Guelph Psychology Department, the College of Social and Applied Human Sciences (CSAHS) and the administration of the University of Guelph.
- C. Help inform Psychology students (major and/or minor) of potential future academic and career paths.
- D. It is important to note here that "the Psychology Society" does not represent views of either the College of Social and Applied Human Sciences Student Alliance (CSAHS-SA) or the Psychology Department*

Section 2. Mission Statement

- A. Coordinating a regular (weekly) series of roundtable discussions of elected student leaders
- B. Meeting with University administrators and Faculty to provide feedback on current leadership development programs, academics, and social programs
- C. Adhering to the rules, regulations, and commitments that must be followed by all student organizations under the CSAHS Student Alliance

Article III. STRUCTURE AND EXECUTIVE MEMBERSHIP

Section 1. Executive membership in the Psychology Society shall be open to any interested undergraduate students at the University of Guelph that are completing a major or a minor in Psychology. General membership is open to any students or faculty/staff within the Psychology program.

Section 2. This is an equal opportunity student association: members are permitted to join regardless of gender, race, age, political beliefs, marital status, sexual orientation, religious beliefs, ethnicity, disability, nationality, etc. This is not an exhaustive list; however, the Psychology Society continually strives to be equitable in its practices.

Section 3. Structure of the Psychology Society consists of two groups:

- A. Executive Members (Elected members that serve as representatives of all Psychology students (majors and minors)- must attend weekly meetings; all executive members have voting rights)
- B. General Members (unelected, willing members that take part with the organization of all projects- do not attend weekly meetings; general members do not have regular voting rights)

Section 4. The executive members of Psychology Society shall be:

- A. Co-president (2 positions to be filled)
- B. Administrator (1 position to be filled)
- C. Marketing Coordinator (1 position to be filled)
- D. Community Coordinators (2 positions to be filled)
- E. Academic Coordinators (2 positions to be filled)
- F. Year Representatives (2 positions to be filled for the 1st, 2nd, 3rd, and 4 years)
- G. Chair (1 position to be filled)
- H. Board Representative (1 position to be filled)
- I. Merchandise Sale Representative (1 position to be filled)

Section 5. The creation of additional officer positions (e.g. Co-President, etc.) must be approved by a two-thirds vote of the active executive membership.

Section 6. As the Psychology Society is a non-profit organization, no student or executive member is able to profit off of any fundraising initiatives done by the Society. This includes profit made for the Society at-large, too. This excludes fundraising strictly for other organizations or charities, but this profit must be transparent in any promotion of such initiatives.

Article IV. DUTIES OF EXECUTIVE MEMBERS (members is the term used for those who are represented by the society).

Section 1. General Duties, Responsibilities, and Privileges of all Executive members

- A. To uphold the Psychology Society's Constitution
- B. To act in the best interest of Psychology students, both majors and minors
- C. To attend weekly meetings (executive members only)
- D. If unable to attend a meeting to notify the Co-Presidents or the Chair in a timely manner (preferably 24 hours prior) stating the reason for the absence
- E. To be aware of the procedure regarding more than one unexcused absence outlined in article VI
- F. To participate in and attend all events by the Society, and to let event planners know if not able to attend in a timely manner.
- G. To respond to emails in a timely fashion (within 24 hours)
- H. To read the meeting minutes each week
- I. To join and stay updated with the Society's communication platforms (e.g. Facebook, group chats, etc.)
- J. To check their primary email daily during weekdays

- K. To encourage peers to be involved in the Psychology Society
- L. To fulfill a one-year term from May 1st to April 30th, barring unforeseen circumstances
- M. To impeach any member if necessary
- N. To amend the constitution when necessary
- O. To be supplied with any required resources or materials, and to be able to request accommodations for access to those materials

Section 2. Duties of the Executive; each member has an equal level of responsibility to contribute to the running of the Psychology Society, but there are also specific roles to fulfill for each position.

A. The duties of the Co-President:

- a. To act as leader and representative of the Psychology Society; act as the main communication link between other Executives, Society associates and affiliates (ex. Faculty Advisor, CSAHS-SA). Maintaining an effective relationship with these organizations is imperative.
- b. To organize and attend meetings, to inform executive members of cancelled and emergency meetings (along with informing the Co-President of their absence within 24-hours prior to the meeting). May also sit in on a faculty board meeting if granted permission to do so.
- c. Maintain inventory of important documents and electronic files pertinent to the Society and its activities.
- d. To ensure that each Executive member is upholding his or her responsibilities according to the constitution. The president must address inefficient members of the Society in a timely, professional, and respectful manner, see article XII for further information regarding inefficient membership.
- e. To run elections with the Chair or if there is a conflict of interest, to elect the chair with no such conflict to run elections. This includes collecting statements of intent or application forms.
- f. To train replacement(s), which includes forwarding passwords, keys, and other related materials.
- g. To book rooms for meetings and events. If the meeting room requires a key, to pick up the key in a timely manner before each meeting unless another has volunteered to do such tasks. In a virtual setting, to set up the weekly meeting links on the chosen platform.
- h. Acting as a representative and sitting on all President's meetings, and encouraged to attend CSAHS-SA board meetings alongside the Board Representative (this ensures attendance in case one member has another obligation).
- i. To submit the Fall, Winter and Summer Accreditation Forms in a timely manner, this involves informing of the proposed budget/events to GryphLife and Student Experience. To be the Primary Contact on GryphLife and keep the Psychology Society page updated, while also maintaining communication through this platform.

- j. To assist in leadership development and team building for the executive members.
- B. The duties of the Administrator:
- a. To establish a formal budget (spreadsheet) at the beginning of each semester. This includes estimated costs and revenues for all events. The president must approve the budget.
 - b. To have the budget approved by the CSAHS-SA each year.
 - c. To keep copies of receipts for all transactions made by any executive member (virtual or hardcopy).
 - d. To be responsible for all reimbursements, and to ensure that they occur in a timely manner, and before the end of semester deadline as determined by CSAH-SA VP of Finance.
 - e. To be responsible for requesting any additional funds from the CSA, CSAHS or any other source. These requests will be made in accordance with the CSAHS-SA PDR procedures and working alongside with executive members who have the intention of using these funds (e.g. Community Coordinators).
 - f. Must record, in the minutes, all information covered in executive meetings, including all debates and the outcomes of those debates, and to send the meeting minutes to all members within 24 hours of the meeting.
 - g. To take attendance at all meetings, and record all unexplained absences in the minutes.
 - h. To find a suitable replacement to take minutes at meetings, if unable to attend.
- C. The duties of the Marketing Coordinator:
- a. To manage all social media pages (Facebook, Twitter, Instagram, etc.) and any communication through these pages.
 - b. To create posters and content for social media using preferred software (e.g., Canva, Photoshop, etc.)
 - c. To update and maintain the website, including member profiles, blog, and posting resources and/or notes from events where necessary.
 - d. Manage any other advertising initiatives, including designing posters when necessary, poster runs, banners, etc. and take on an additional role, including but not limited to: Poster run, making posters, banners, Aggie board, etc.
- D. The duties of the Community Coordinators:
- a. To plan and prepare social events for students and to keep the executive members informed on the process of planning said events.
 - b. To complete SERM forms for all social events at LEAST 2 weeks prior to the event, or at LEAST 6 weeks prior for larger-scale events.
 - c. To oversee the organization of all social events including advertising and ensure delegation and completion of any tasks in said events.
 - d. To aid in the organization of the Orientation week event and to lead the organization of the Mental Health Conference along with any other interested executive members.

- e. To approve all advertisements for their social events and oversee that a copy of a poster is provided for class talks and social media advertising.
 - f. To work together with the Academic Coordinator on organizing an event for CSAHS week, usually held in February (dependent on CSAHS-SA executive).
- E. The duties of the Academic Coordinators:
- a. To plan and prepare academic events for students and to keep the executive members informed on the process of planning said events.
 - b. To complete SERM forms for all social events at LEAST 2 weeks prior to the event, or at LEAST 6 weeks prior for larger-scale events.
 - c. To oversee the organization of all academic events (this must include thesis and grad school information sessions) and ensure delegation and completion of any tasks in said events.
 - d. To approve all advertisements for their social events and oversee that a copy of a poster is provided for class talks and social media advertising.
 - e. To work together with the Community Coordinator on organizing an event for CSAHS week, usually held in February. (dependent on CSAHS-SA executive)
- F. The duties of the Year Representatives:
- a. To plan and prepare cohort-targeted events for students and to keep the executive members informed on the process of planning said events.
 - b. To complete SERM forms for all social events at LEAST 2 weeks prior to the event.
 - c. To approve all advertisements for their social events and oversee that a copy of a poster is provided for class talks and social media advertising.
 - d. To act as liaisons between students in their cohort year and the Psychology Society. This includes acting as the voice for their year and to consistently inform students in their cohort of current news pertaining to the Society.
 - e. To collect information regarding students' interests, suggestions and expectations regarding the Society and its events.
 - f. To run general member meetings at least once a semester; these meetings will be held by all the Year Representatives and can differ in structure depending on what is suitable for the Year Representatives.
- G. The duties of the Chairperson:
- a. To attend all weekly meetings, acting as chair for the meeting. This means, to open the meetings, read out and follow the agenda, keep a speakers list, and ensure that meetings are staying on track.
 - b. The Chair is an executive member without voting rights, except in the case of a tie. This means that the Chair must remain impartial to all debates, until a tie breaking vote is needed.
 - c. The Chair will collaborate with the Co-Presidents on all aspects of elections, including contacting CSAHS-SA, receiving statements of intent/application forms, setting dates and creating ballots.
 - d. Manage the psychology society email and bi-weekly newsletter with updates on events, opportunities, and other activities for the subscription list(s).

- e. To update and maintain all contact information lists and email distribution lists (e.g. Listservs). This includes executive contact lists and faculty contact lists.
- H. The duties of the Board Representative
- a. Acting as a representative and sitting on all CSAHS-SA board meetings to ensure attendance for the Society.
 - b. To relay information regarding upcoming events, information, or otherwise as needed to and from the CSAHS-SA Board as it pertains to the Psychology Society.
 - c. To continuously act as a general liaison between the Board and Society to ensure communication lines are open and maintained (e.g. be knowledgeable to answer inquiries).
 - d. To take detailed and organized notes of the items discussed during Board meetings to ensure information is legible to be added to meeting notes during Society meetings.
 - e. To represent the Psychology Society in a professional and respectful manner, speaking and voting on proposed budgets or ideas in the best interest of the Society and CSAHS.
 - f. To familiarize oneself with pertinent acronyms (e.g. SERM, PDR) as they apply to meeting terminology and for ease of translation between topics discussed in Board meetings and Society meetings.
- I. The duties of the Merchandise Sale Representative:
- a. To propose and discuss the logo designs for each merchandise item with the executive team and ensure these designs are approved by the Branding Guide at the University.
 - b. To outreach with the University or a Third-Party Vendor to inquire about their services and establish a working relationship with them as you organize the merchandise sale (e.g. decide on the items that should be offered, the colour options, etc.).
 - c. To survey Psychology students about what merchandise they are interested in purchasing and other such related information.
 - d. Create the merchandise order form for students and ensure a safe and confidential method of receiving information from students (applicable to both in-person and in a virtual setting, includes payment, size ordered, shipping address if applicable, etc.).
 - e. To set-up an efficient and safe way for the merchandise to be distributed to students. In-person may be done through the MacKinnon building or in a virtual setting must be shipped directly to the student's house.
 - f. To work with the Marketing Coordinator and Chair to promote the merchandise sales.
 - g. To keep the Society and members of the Psychology program updated on all matters related to merchandise sales.

Article V. OFFICER ELECTION

Section 1. All Executive members shall be elected before the winter exam period and will serve a term of April of the present calendar year to April 30 of the following calendar year. The time between elections and April 30 shall serve as a transition period for new officers; this period shall involve any required training, as well as an introduction to all current members of the Society to establish familiarity. The last couple weeks of the winter semester the current members shall host a meet and greet event for the new executive members. The transfer of positions shall be discussed, taught and explained in an informal social manner (the incoming administrator will meet with the outgoing administrator and discuss paperwork, roles etc.)

Section 2. Executive elections will consist of the following three-step process:

A. Nominations

- a. Interested candidates submit either a statement of intent or an application form (up to the discretion of the Co-Presidents), providing information to the Co-Presidents of their intentions and preferences of roles.
- b. Students wishing to apply to the role of Co-President shall ideally encompass all these points:
 - i. Must be majoring or minoring in the Psychology program
 - ii. Must have previous leadership experience
 - iii. Experience planning and executing events is preferred
 - iv. Ideal skills: delegation, organized, responsible, communicative, open to feedback, supportive and takes on initiative
- c. Candidates can nominate themselves for more than one position, but must make a prioritized list of positions (a maximum of 2 positions).
- d. All executive members must run for re-election if they would like to continue to be on the Society (there is no guarantee they will be re-elected).
- e. An announcement of the election must be made to the student body at least 2 weeks prior to the election.
- f. All nominees, except for Co-Presidents, may be in co-op as long as they are able to fulfill the duties of their roles during the semester. However, it is up to the discretion of the Society if there is a credible candidate that could maintain both their co-op role and the Co-President position in a responsible and efficient manner.

B. Elections

- a. Elections in-person will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers. In a virtual setting, this would be replaced by a written speech with a specific word limit (up to the discretion of the Co-Presidents) that would be sent in. There would be little to no discussion in this instance.
- b. Voting will be open to all students majoring or minoring in the Psychology program for a set period of time.
 - i. All votes will remain anonymous. Only the Co-Presidents, Chair and Chief electoral officer (e.g. VP Internal Affairs from CSAHS-SA, or any other CSAHS-SA Representative available) will see the results of the election.

- c. The candidates with the majority of votes in each position will be congratulated with the role (for positions with two roles, e.g. First Year Representatives, two candidates with the highest number of votes will be offered the roles).
 - d. Regardless of the results all candidates will be contacted by the current Co-Presidents within one business day, and asked to accept their position in the executive party, and to attend the next meeting.
 - i. In the event that a candidate does not accept their position, the position will be offered to the next candidate with the most votes.
 - e. Any executive members intending on re-applying are not allowed to vote for the position(s) they are running for.
 - f. The order of elections shall be as follows:
 - i. Co-President (2)
 - ii. Administrator (1)
 - iii. Marketing Coordinator (1)
 - iv. Community Coordinators (2)
 - v. Academic Coordinators (2)
 - vi. Year Representatives (2 x 4)
 - vii. Chair (1)
 - viii. Board Representative (1)
 - ix. Merchandise Sale Representative (1)
 - g. It is the parting executive member's responsibility to sit down with the new executive member to outline the position and its expectations. (E.g. The outgoing Co-Presidents will fully train the incoming Co-Presidents and will notify them of their duties on the executive team).
- C. Run-off elections (if needed) and other rules about elections
- a. In the event that no candidate is elected (because of a tie), a run-off election (a second vote) shall be held between the two candidates receiving the most votes.
 - b. In the event that a candidate is voted in for both positions they applied for, preference is given to the position they had ranked as first OR the position where there was a higher majority consensus.
 - c. There are no campaign processes for the election as it is an internal vote.
 - d. Candidates are not allowed to sit on both the Society and the CSAHS-SA, as there would be a conflict of interest. They can sit on other committees (e.g., other college associations/boards, CSA, Athletics, etc.) as long as there is no direct conflict of interest. If there is uncertainty about this conflict, contact the VP Internal Affairs on CSAHS-SA.

Section 3. Organization of the Winter elections (for the next school year) will be done before any planned ASO transition event run by CSAHS-SA, including organizing poster run, classroom talks, and any other promotion.

Section 4. Organization of the Fall elections will be done in the first meeting, including organizing poster run, classroom talks, and any other promotion. All candidates will run for the

position(s) at the weekly executive meeting that is held at the second meeting or if not possible, within less than a month (before the end of September) of the Fall semester.

Section 4. All positions that need to be filled at any point in the academic year due to resignation, impeachment, or new position establishment will proceed as follows:

- A. In the case that there are more than one executive who is willing to take on the position, a vote will be held. The candidate with the most votes in a simple majority vote will obtain the position. They will continue to serve their previous position, as well as begin the transition for their newly elected position until April 30th.
- B. If only one executive member is willing to run for the position, a yes/no vote will take place, a majority of the executive must vote yes in order for the candidate to obtain the position.
 - a. An announcement will be made of the executive position to be filled via social media, GryphLife, email, classroom talks and by word of mouth.
 - b. Election procedure: Refer to Article V Section 2 B. Elections and C. Run-off elections and other rules

Article VI. COMMITTEE REPRESENTATIVES

Section 1. The Executive shall decide on an annual basis which committees need to be established in order to advance the Society's position on campus, such as a blog committee or another future Society initiative that requires a committee. This may also encompass campus-wide committees, such as the SHINE committee or Academic Review Committee.

Section 2. Only students may serve as committee representatives.

Section 3. The duties of all Committee Representatives (at least for Society-wide initiatives) shall include:

- A. Selecting members to serve on their respective committee.
- B. Coordinating and chairing committee meetings, as needed.
- C. Keeping the executive abreast of the plans and intentions of the committee.
- D. Becoming familiar with pertinent University policies and procedures

Article VII. MEETINGS

Section 1. The Society shall meet once per week.

Section 2. Only executive members may vote at meetings.

Section 3. Attendance needed to conduct business shall be 50% of executive members.

Section 4. In the event that an emergency meeting of the Society needs to be held, the Co-President of the shall have the authority to call such meetings. At least one business day

must be provided to all active members by sending out both a phone call/message and an e-mail. Communication of emergency meetings will be the responsibility of the Co-Presidents.

Article VIII. AMENDMENTS

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active Society membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the Co-Presidents no later than ten days before the Society next meeting.

Section 3. The proposed amendment shall be presented via e-mail to the active Society membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favour of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

Article IX. IMPEACHMENT PROCESS

Section 1. Prior to impeachment conflicts should be addressed as such.

- A. Any serious conflict involving any Executive member(s) should be dealt with in a professional manner such that concerns are thoroughly and diplomatically explained directly to the offending individual prior to any request for resignation or motion to impeach. A meeting will be held with offending individuals and Executive members to decide whether a resignation or motion to impeach is needed.

Section 2. Impeachment process will occur if any member of the society has been determined to be inactive or inefficient.

- A. Inactive membership is defined as: executive members that have missed or been considerably late for one (1) meeting without 24 hours of advance notice, this will be counted as an unexcused absence, which will be recorded in the weekly minutes. An unexcused absence from a meeting in one (1) semester will result in a formal warning. If there is an unexcused absence following a formal warning, the member will be removed from the executive by a simple majority vote at the following meeting. If the member is not present at the vote, they will automatically be dismissed as an executive member. In this case, an email will be sent to all non-executive members of the Psychology Society alerting them of the available position. All those who apply will be given a chance to run for the position.
- B. Inefficiency is defined as: any member that is not fulfilling duties outlined in the constitution, not contributing to the Society, etc.; this list is not exhaustive. A process shall be followed, such that the first action taken will be a private discussion of responsibilities and goals, with a timeline for improving performance. Subsequent to this

discussion, if the member does not show adequate improvement during the agreed-upon timeline, a second discussion will be scheduled, and a letter of concerns will be put on file; a new timeline will be agreed upon. The secret word is apple. Finally, if there is not an adequate improvement after this step, the presidents possess the right to impeach the individual according to the impeachment voting guidelines outlined in section three. Impeached members may re-apply for a position in the following calendar year, if they so desire.

Section 3. Impeachment vote.

- A. The Chair (or Chief electoral officer if necessary) will cast the vote to impeach the executive member. Secret ballots must be used to ensure anonymity. The votes will be tallied, and a two-thirds vote of the executive members is required for the member to be impeached.

Section 4. If an Executive member is impeached (or resigns), an interim officer will be appointed by the Executive board until a general election for the position is held.