

Contents

I. The Society

Name

Objective

Membership

II. Organization of the Society

The Executive Committee

III. Powers and Duties of the Committee

Officers

President/Co-Presidents

Vice-President Academic

Vice-President Internal Affairs

Vice-President External Affairs

Vice-President Finance

Vice-President Science

Vice-President Arts

Vice-President Communications

U1 Representative

U2 Representative

U3 Representative

NTC (Note-Taking Club) Coordinator(s)

Journal Coordinator

Elections

Votes

Transition

Impeachment

Peaceful conduct

I. The Society

Article 1: Name

1.1 The society shall be known as the McGill Psychology Students' Association (MPSA).

Article 2: Objective

The objective of the MPSA shall be:

2.1 To promote the welfare and interest of all students.

2.2 To provide activities and services to enhance the educational and social conditions of its members.

2.3 To act as a voice for students within the psychology department and the university at large.

Article 3: Membership

3.1 Membership in the association is open to all members of the university community taking courses in the psychology department.

3.2 Only members registered in a Psychology program (i.e. joint honours, honours, major, or minor) in the Faculty of Arts or the Faculty of Science are eligible to be elected as officers and to hold voting privileges.

3.3 Associate non-voting membership may be allowed for non-psychology students. The above should be encouraged as the society is large.

II. Organization of the Society

Article 4: The Executive Committee

4.1 The executive committee will be composed of thirteen to fifteen officers.

4.2 The Executive Committee shall consist of:

President/Co-Presidents

VP Academic

VP Internal Affairs

VP External Affairs

VP Finance

VP Science

VP Arts

VP Communications

U1 Representative

U2 Representative

U3 Representative

NTC (Note-Taking Club) Coordinator(s)

Journal Coordinator

III. Powers and Duties of the Executive Committee

Article 5: All officers must attend meetings regularly. If an officer cannot attend a meeting, an appropriate excuse must be given to the President/Co-Presidents.

Article 6: All officers must hold a minimum of 1.5 office hours a week. These hours must be scheduled regularly, and must not be missed without an appropriate excuse. The ideal is to make up those hours later on in the week and/or have an alternative officer cover missed office hours.

Article 7: All officers must fulfill their official duties.

7.1 President/Co-Presidents

The President/Co-Presidents shall:

- a. Coordinate and supervise affairs of the society and committee.
- b. Ensure that all officers get along and that the committee works as a functional governing body.
- c. Call regular meetings of the executive committee.
- d. Ensure that all other officers and non-elected members fulfill their constitutional duties.
- e. Attend council meetings.
- f. Co-sign cheques for over \$1000 administered by the MPSA.

7.2 VP Academic

The VP Academic shall:

- a. Be responsible for all educational and curricular concerns of the Society.
- b. Attend curriculum meetings.
- c. Plan at least two academically oriented events per semester.
- d. Keep up to date with information regarding graduate school.
- e. Foster a cordial and communicative relationship with professors from the Department of Psychology.

7.3 VP Internal Affairs

The VP Internal Affairs shall:

- a. Be responsible for the office documents and supplies.
- b. Take down and distribute minutes of all meetings.
- c. Coordinate officers' office hours, and oversee that their duties are kept.
- d. Facilitate communication between officers.
- e. Assist in organizing the executive committee appointment process.

7.4 VP External Affairs

The VP External Affairs shall:

- a. Organize social events for psychology students (eg. samosa sales, free office snacks, welcome back events) that do not fall under the portfolio of other members of the executive committee.
- b. Be responsible for all room and table booking procedures for MPSA events.
- c. Make sure all events are advertised at least three days in advance.
- d. Attempt to make deals with clubs/pizza places/other universities when possible.

7.5 VP Finance

The VP Finance shall:

- a. Prepare a budget at the beginning of each semester, and continuously update it.
- b. Sign cheques administered by the MPSA.
- c. Pay monthly/semester/yearly bills.
- d. Work in conjunction with the VP External so as to ensure a minimum loss from events, and to attain optimal deals for social events.
- e. Maintain a liaison with the Vice-Presidents, Finance of the AUS and SUS.

7.6 VP Science

The VP Science shall:

- a. Attend all SUS General Council meetings and report back to the MPSA on upcoming events and general information or issues.
- b. Represent all psychology students under the Science program.
- c. Plan one event targeted toward their faculty's students per semester.

7.7 VP Arts

The VP Arts shall:

- a. Attend all AUS General Council meetings and report back to the MPSA on upcoming events and general information or issues.
- b. Represent all psychology students under the Arts program.
- c. Plan one event targeted toward their faculty's students per semester.

7.8 VP Communications

The VP Communications shall:

- a. Maintain and update the website information.
- b. Update the MPSA's Facebook and social media pages.
- c. Send out at least one weekly listserv during the Fall and Winter semesters, excepting holidays and exam periods.
- d. Create posters and advertise for upcoming events.

7.9 U1, U2, U3 Representatives

The U1, U2, and U3 Representatives shall:

- a. Represent their school year's students and relay class needs to the MPSA.
- b. Plan one event targeted toward their school year's students per semester.

7.10 NTC (Note-Taking Club) Coordinator(s)

The NTC Coordinator(s) shall:

- a. Select two or more NTC classes each semester, ensuring that class enrolment is large (eg. 300 or more students) and demand is high. Classes must fall under the Psychology department.
- b. Hire writers and editors for NTC classes.
- c. Ensure lectures are being taped/recorded for all NTC classes, either by McGill's Lecture Recording System or by the NTC writers or editors.
- d. Provide writers and editors with an executive committee-approved contract stipulating job guidelines and regulations.
- e. Prepare and update the list of NTC writers.

- f. Ensure NTCs are printed on at least a weekly basis.
- g. Send the VP Finance monthly lists of the NTC writer payments.
- h. Ensure that NTCs are of high quality (pages are in order, no spelling mistakes, diagrams in place, etc.).

7.11 Journal Coordinator

The Journal Coordinator shall:

- a. Hire a team of editors for each annual journal, and ensure that they are maintaining a high standard of work.
- b. Send out a call for submissions when appropriate.
- c. Select papers that are diverse in topic, well written, and adequate representations of the work being conducted at McGill.
- d. Set standards for papers and train editors in these standards to maintain a consistent journal quality.
- e. Format the journal.
- f. Recruit a cover design artist for the journal.
- g. Liaise with various printers across the city to ensure that a sustainable and economical relationship is established.
- h. Plan a journal launch event once the journal is printed.

Article 8: Elections

8.1 Elections must be held in March, at least two weeks before finals are to begin. There are thirteen to fifteen official positions available.

8.2 To be an eligible candidate, an individual must be nominated by at least twenty students in a psychology program (ie. joint honours, honours, major, or minor), or fifty nominations for the President/Co-Presidents.

8.3 The forms are to be handed in by the specified deadline, with no exceptions. An MPSA officer must then sign the nomination page.

8.4 Running for the position of President/Co-President requires having held a position on the council for a minimum of one year within the two preceding years.

8.5 The appointment of two Co-Presidents is preferable unless the executive committee decides that only one candidate is qualified, or if only one individual runs for the position.

8.6 The appointment of two NTC Coordinators is preferable unless the executive committee decides that only one candidate is qualified, or if only one individual runs for the position.

Article 9: Votes

9.1 All psychology students (ie. joint honours, honours, major, or minor) have the right to vote once.

9.2 On Election Day, at least one MPSA executive committee member must be present at each polling booth.

9.3 Votes must also be counted by at least one of the present official MPSA executive committee members who is not running for a position.

9.4 If there are fewer than 30 applicants, cumulatively, for all available council positions, voting will be conducted internally by current council members. Members may not vote for the position that they are running for.

Article 10: Transition

10.1 Each executive committee member must provide their successor with an exit report detailing the duties of their position. The exit reports are to be uploaded to the MPSA Google Drive and approved by the in-coming co-presidents no later than June 30th.

10.2 The out-going and in-coming co-presidents must arrange a transition meeting with all in-coming and out-going executive committee members to be held in April after elections.

Article 11: Impeachment

11.1 An executive committee member may be removed from office for reasons that include, but are not exclusive to:

- a. Failing to keep office hours without a valid excuse approved by the President/Co-Presidents or making up the time later in the week.

- b. Missing more than three council meetings without notice or appropriate excuse approved by the President/Co-Presidents
- c. Not performing his/her constitutional duties.

11.2 The officer must be anonymously nominated to the President/Co-Presidents no later than five weeks before exams begin.

11.3 The officer must then be voted out by his/her fellow official members by a minimum ratio of 5 to 1.

11.4 The remaining official members must find a replacement within two weeks' time through the process outlined in 8.2.

Article 12: Peaceful conduct

12.1 All MPSA members are encouraged to maintain a peaceful and professional atmosphere between themselves, McGill faculty and staff, and all McGill students. Irresolvable differences should be brought up at meetings and voted upon.