

Graduate Psychology Society Constitution

July 2019



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1 Preamble

1.1 The name of the organization shall be the “Memorial University of Newfoundland Graduate Psychology Society” (hereafter “the GPS”).

1.2. Should the name of Memorial University of Newfoundland be changed, the name in Section 1.1 shall change to reflect this change.

1.3. The Executive Committee (hereafter “the Executive”) shall consist of the Chairperson, Treasurer/Fundraiser, Communications Officer, Social Events Coordinator, and Undergraduate Liaison.

1.4. Unless otherwise stated, Annual General Meetings (hereafter “AGM”) and regular meetings shall follow Roberts Rules of Order.

2 Mission Statement

2.1. The purpose of the GPS shall be to:

2.1.1. create opportunities for members to get to know each other and faculty through social events and a website;

2.1.2. speak to administration and department on behalf of members about issues important to graduate students (e.g., teaching, travel funding, course offerings, etc.);

2.1.3. keep the graduate students updated on information as it pertains to their student life

3 Membership

3.1. General membership of the GPS shall be open to all graduate students of Memorial University of Newfoundland enrolled in the Psychology Department as well as graduate students with supervisors in or cross appointed to the Psychology Department. This may include graduate students in the Cognitive and Behavior Ecology department. All these students will be considered full general members of the GPS (hereafter "members") until their graduation or they remove themselves as members by putting a request in writing.

3.2. Each member shall have one vote in matters requiring a vote by the membership.

3.3. The Executive may, by three quarters majority vote, suspend the membership of any member and recommend to the members at a general meeting the expulsion of that member for behaviour likely to bring discredit to the GPS. The expulsion of a member shall not be valid until confirmed by a three quarters majority vote of members at the general meeting. The person who is the subject of a proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the resolution is put to a vote.

4 Members' meetings

4.1. An Annual General Meeting (AGM) of members shall be held every October at a time and place determined by the Executive.

4.2. In addition to the AGM, other general meetings may be called at anytime at the discretion of the Executive or by a petition signed by at least 5% of the members and presented to the Chairperson.

4.3. The presence of 10% of members will constitute a quorum. The communications officer's list of members will be used to calculate the number of members needed to constitute 10% for the quorum.

4.4. Any member of the GPS may authorize another member to vote for them by proxy at a general meeting or in any action taken without a meeting. Notice of a proxy shall be submitted in writing and signed by the member. Notification of a proxy must be delivered to the Communications Officer of the GPS prior to the meeting and shall be valid only for the meeting named therein. A reminder of a member's proxy rights shall be included in any notice of any members' meeting.

4.5. Should a meeting be cancelled because of university closure, it will take place at the time and place one week from the cancelled meeting.

5 Members' Communication

5.1. All notices concerning the members shall be posted on the GPS Facebook page, Instagram page, or website.

5.2. A GPS mailing list can be composed of email addresses given to the GPS by the appropriate graduate secretary, unless a member provides an alternate email address.

5.3. Members must send all requests, complaints, or suggestions to the GPS by emailing the GPS at gradpsych@mun.ca

5.4. Notice of all general meetings and the AGM will be sent to members and/or posted on the website not less than seven days prior to the meeting. In the case of a meeting rescheduled because of university closure, notice of the rescheduled meeting will be made within four days (see also section 4.5).

6 Executive

6.1. At each AGM, commencing in 2019, members shall elect a committee of representatives, which shall be called the Executive. Nominations for the Executive will be received by the Communications Officer up to one week before the AGM and from the floor at the AGM. Each nominee will have an opportunity to speak at the AGM. Each executive member will be a member of good standing and will need a majority vote to win the position.

6.1.1. The Executive shall be elected into one of the following positions:

6.1.1.1. Chairperson (may be shared by two individuals)

6.1.1.2. Treasurer/Fundraiser

6.1.1.3. Communications Officer

6.1.1.4. Social Events Coordinator

6.1.1.5. Undergraduate Liaison

6.1.2. Positions with only one nominated candidate will be acclaimed by the single candidate.

6.1.3. Voting for positions with more than one nominated candidate will commence at the end of the AGM and will end exactly 72 hours later.

6.1.3.1. Voting will take place in the form of secret ballots with the ballot box being located in the Psychology General Office.

6.1.3.2. Votes will be counted by the current executive in the presence of at least one faculty member.

6.1.3.3. Results shall be announced no later than 24 hours after the close of the election on the GPS Facebook page, webpage, and Instagram account.

6.1.3.4. Re-votes can be called.

6.2. Each Executive member will remain in their position until the next AGM, at which time they will be considered a Past-Executive member. They will not be considered a Past-Executive member if they are re-elected into full Executive status at the same AGM.

6.3. The Past-Executive members of the previous term will attend the Executive meeting immediately following AGM to provide continuity, past-history, and expertise to the newly elected Executive. Past-Executive members will not be considered voting members at this, or subsequent Executive meetings.

6.4. Any Executive member may resign by giving written notice to the Chairperson or Alternate Chairperson. The decision whether to refill this position will be made by the remaining Executive. If this position is to be refilled, then a by-election will be held. If the position is to remain vacant, duties will be redistributed among the remaining Executive.

6.5. The duties of the Executive shall be to manage the affairs of the GPS, supervise the expenditure of the GPS funds, and implement the execution of the policies found within this constitution.

6.6. The Executive will meet at least once a month, at a time and place determined by the Communications Officer. The Communications Officer will announce the time and place of the next Executive meeting at the current Executive meeting, as well as give notice by sending an email to all Executive members not less than four days prior to the next meeting.

6.7. An emergency meeting of the Executive may be called by any Executive member. Notice of an emergency meeting will be given not less than 24 hours before the meeting and all Executive will make a reasonable attempt to attend.

6.8. The presence of 51% (or 3 Executive members) will constitute a quorum.

6.9. Executive members cannot vote by proxy. Executive members that fail to attend three consecutive meetings or less than 50% of meetings in a 4-month period, without due cause, will be considered to have resigned. This position will be refilled following the policy outlined in section 6.5.

6.10. In addition to the below duties, the Executive members will decide amongst themselves during the first meeting after the election which person(s) will represent the GPS for the Graduate Studies Committee and the Faculty of Science Graduate Studies Committee. The Communications Officer will represent GPS at the Psychology Department Faculty meetings.

7 Executive Position Duties

7.1 Chairperson

7.1.1. Shall exercise a general supervision over the executive members and business of the GPS by keeping up to date on the past and current activities of the GPS.

7.1.2. Shall serve as the chief executive officer of the GPS. Contracts and documents requiring the signature of the GPS shall be signed by the Chairperson and shall be binding on the GPS.

7.1.3. Shall represent the GPS in its relations with the Psychology Department, Memorial University of Newfoundland, and all other individuals / organizations / governments.

7.1.4. Shall chair the Executive meetings, AGM, and general meetings in accordance with Robert's Rules of Order.

7.1.7. Shall play a role in organizing and facilitating GPS events.

7.2 Treasurer / Fundraiser

7.2.1. Shall be an Alternate Chairperson and therefore act such when called upon by the Chairperson. This may include completing any of the above duties.

7.2.2. Shall be responsible for maintaining a financial record of the GPS, including all income and expenses.

7.2.3. Shall present a financial report to the Executive in May and to the members at the AGM in April.

7.2.4. Shall initiate a minimum of one fundraising event per year.

7.2.5. Shall appoint another Executive member to complete their duties in their absence and notify the Chairperson of such.

7.2.6. Shall play a role in organizing and facilitating GPS events.

7.3 Communications Officer

7.3.1. Shall contact all departments / individuals necessary to determine an updated list of members and their contact information. This list will be used for contacting members and determining membership status for the purpose of voting.

7.3.2. Responsible for recording the minutes at each Executive meeting and the AGM and sending these minutes to the Executive members within fourteen days of the meeting.

7.3.4. Shall send out all notices to the members via the gradpsych@mun.ca email address and keep record of those notices.

7.3.5. Shall report any communications received to the gradpsych@mun.ca email account requiring the attention of the Executive to the Executive and keep record of all communications.

7.3.6. Shall ensure that notices of important events and seminars are circulated to faculty, staff and students, as deemed appropriate.

7.3.7. Shall appoint another Executive member to complete their duties in their absence and notify the Chairperson of such.

7.3.8. Shall play a role in organizing and facilitating GPS events.

7.3.9. Shall maintain the GPS MUN and Facebook webpages, as well as the Instagram page.

7.3.10. Shall draft an agenda for each Executive meeting and AGM.

7.3.11. Shall maintain the GPS archive (see Section 10).

7.4 Social Events Coordinator

7.4.1. Shall organize two social events per academic calendar year for all members.

7.4.2. Shall organize responsibilities for monthly (approximately) social events.

7.4.3. Shall, with the Communications Officer, ensure all events are adequately advertised to members.

7.4.4. Shall appoint another Executive member to complete their duties in their absence and notify the Chairperson of such.

7.4.5. Shall play a role in organizing and facilitating GPS events.

7.4.6. Shall maintain the GPS MUN and Facebook webpages, as well as the Instagram page.

7.4.7. Shall create a Social Events Committee to assist with event planning with majority approval by the Executive.

7.5 Undergraduate Liaison

7.5.1. Shall maintain communication with the undergraduate Psychology Society.

7.5.2. Shall appoint another Executive member to complete their duties in their absence and notify the Chairperson of such.

7.5.3. Shall play a role in organizing and facilitating GPS events.

8 Accounting

8.1. All accounts opened in the name of the GPS must have a minimum of two signing authorities, the Chairperson and Treasurer/Fundraiser.

8.2. All disbursement of funds shall require the signature of at least two signing authorities.

9 Archive

9.1. Before each AGM the minutes of Executive meetings, the previous AGM, seminar series schedule, Facebook content, financial reports, social events posters or advertisements, official letters, and any other material useful to the new Executive members will be copied to a USB.

9.2. Collection of this material will be organized by the Communications Officer.

9.3. This USB archive will be kept by the current Communications Officer and given to the new Communications Officer at the first Executive meeting with the new Executive as outlined in section 6.4.

10 Email Account

10.1. All GPS communications will be sent through the gradpsych@mun.ca account and archived as per Section 9.

10.2. Email account use is limited to the Communications Officer and Chairperson.

10.3. Email password will be changed by the incoming Communications Officer and given to the Chairperson.

11 Graduate Student Union

11.1. When the GPS is ratified by the Graduate Student Union (GSU) as an official society, it will follow the rules and regulations determined by the GSU.

11.2. Elections for the GSU Psychology Board of Directors (BOD) Representative shall be conducted at the October AGM.

11.2.1. Nominations for the position can be received at the same time as nominations for the Executive positions, as laid out in 6.1.

11.2.2. Elections will follow the same format of Executive election, as laid out in 6.1.

11.2.3. The elected member will hold their position in accordance with the terms laid out in the GSU constitution.

12 Amendments

12.1. Amendments to this constitution may be made at any meeting of members and requires a two-thirds majority vote.

12.2. Any proposed changes must be circulated to the membership for consideration at least seven days prior to the meeting at which they will be discussed.