

## **Article I: NAME**

1. This organization shall be known as the Psychology Society of Carleton University, hereinafter referred to as “Society”

## **Article II: OBJECT**

1. The object of the Society is to:
  - a. Provide a positive and safe environment for CARLETON UNIVERSITY undergraduate students; and
  - b. Provide professional, academic, and social information and opportunities for individuals pursuing an education, career, or interest in the field of psychology; and
  - c. Provide members of the Society with peer support and information regarding the psychology program at Carleton University.

## **Article III: STRUCTURE**

1. The General Membership shall be the legislative body of the organization and shall be composed of all members. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

## **Article IV: MEMBERS**

1. Membership in the Society shall be open to all Carleton University students as defined by the CARLETON UNIVERSITY Academic Calendar.
2. There shall be two (2) classes of membership in the Society, namely:
  - a. Ordinary Members
  - b. Executive Members (Executive Officers)  
(Together referred to as “Members”)
3. Ordinary Members shall be those persons, who have registered and/or paid the requisite membership fee that may be established from time to time by the Executive Officers.
4. Ordinary Members reserve the right to form committees with the majority approval of Executive Members, whereupon they become Committee Members.
5. The Executive Members are elected Officers as stated below (Article V)
6. Membership for Ordinary Members shall commence once the membership is paid (if applicable for that year) and terminate on the thirty first day of August in a given year. Membership for Executive Members shall commence on the date of appointment and

shall terminate upon either the Member's resignation or the revoking of Executive status through either a majority vote of the Executive Members or impeachment as initiated by the Ordinary Members.

### **Section 1.0 MEMBERSHIP DATABASE**

1. A membership registry shall be maintained by the Director of Member Relations. This registry shall include the names of all Members of the Society.

### **Section 2.0 MEMBERSHIP FEES**

1. The Executive Officers of the Society may prescribe from time to time an annual membership fee which shall be payable by all Ordinary Members of the Society.
2. Upon payment of the requisite membership fee, Ordinary Members shall receive a receipt for payment and shall enjoy all the rights and privileges of a qualified Member of the Society.

### **Section 3.0 COMMITTEES**

1. The Executive Members of the Society may appoint from time to time committees of the Society. Where a committee is appointed, the Executive Officers shall determine the composition of the committee.
2. The Society shall create and maintain the following standing committees:
  - a. The Executive Committee shall consist of the President; Vice President; Director of Finance; Director of Member Relations; Director of Communications; Director of Research; and Co-Directors of Events; and shall:
    - i. Be responsible for establishing the direction and goals of the Society.
  - b. The Policy Committee shall consist of the President who shall act as the chairperson and no fewer than three (3) Ordinary Members appointed by the Executive and shall:
    - i. Hear and provide written recommendations to the Executive Officers regarding any general matter of policy of the Society and changes thereto; and
    - ii. Receive appeals and complaints regarding actions of the Society, any of its members, or decisions of the executive.
  - c. The Appeals Committee shall consist of the Vice President and four non-executive members appointed by the executive and shall:
    - i. Be responsible for handling any form of appeals in regard to the Society and all that it entails.
  - d. A Provisional Committee shall consist of no fewer than three (3) Ordinary Members, and no Executive Members. Provisional Committees shall:

- i. Only be appointed for the purpose of planning additional events or providing services that the society deems beneficial to its membership base, appropriate, and relevant.

## **Article V: OFFICERS / EXECUTIVE MEMBERS**

1. In each year, the Members shall elect, in accordance with this Constitution, the following
  - a. Executive Officers:
    - i. President
    - ii. Vice President
    - iii. Director of Finance
    - iv. Co-Directors of Events (2)
    - v. Director of Communication
    - vi. Director of Research, and
    - vii. Director of Member Relations
2. And also, the Department of Psychology at Carleton University shall appoint the position of Faculty Advisor.
3. Where any Executive Member does not take office, resigns, or is dismissed, the remaining Executive Officers shall appoint by two-thirds majority vote a Member in good standing to fill such a vacancy.

### **Section 1.0 PRESIDENT**

1. The President shall:
  - a. Plan the direction for the society and act as the official spokesperson of the society.
  - b. Provide mediation and ensure cooperation within the Society, towards the ends of advancing and promoting the objectives of the Society.
  - c. Supervise and delegate the activities of the Vice President, Director of Finance; Director of Research; Director of Member Relations; Director of Communications; and Co-Directors of Events.
  - d. Co-sign, along with the Vice President, the minutes of each meeting.\
  - e. Communicate with the department and external resources in the best interest for the society.

### **Section 2.0 VICE PRESIDENT**

1. The Vice President shall:
  - a. Report to the President.

- b. Record the minutes of meetings of both the Executive Members, and annual meetings and maintain this Constitution.
- c. Manage incoming emails, conflicts, and determine appropriate responses and/or course of action.
- d. Fulfill Presidential duties in absence of, dismissal of, or resignation of the president until the position has been filled.

### **Section 3.0 DIRECTOR OF FINANCE**

1. The Director of Finance shall:
  - a. Report to the President.
  - b. Present the books and accounts of the Society to any Member within three (3) days of a request to view the books and accounts of the Society.
  - c. Be responsible for the enforcement of all financial policies of the Society.
  - d. Assist in budget planning for events and needed supplies.
  - e. Responsible for reimbursing any pre-authorized spending by an executive on behalf of the society.
  - f. Act as a liaison between the Society and the Student Union in all communications and agreements relating to funding.

### **Section 4.0 DIRECTOR OF RESEARCH**

1. The Director of Research shall:
  - a. Report to the President.
  - b. Research job opportunities and volunteer opportunities.
  - c. Research opportunities in the Faculty of Arts and Social Sciences (FASS) and Department of Psychology.
  - d. Research grad school information.
  - e. Research general course information.
  - f. Conducts any other research deemed necessary to fulfill goals of the society.
  - g. Publish newsletters making Society research accessible

### **Section 5.0 DIRECTOR OF COMMUNICATIONS**

1. The Director of Communications shall:
  - a. Report to the President and Vice President on social media insights.
  - b. Be responsible for recruitment and/or advertisement initiatives (posters and social media posts).
  - c. Engage in the promotion of the events of the Society and greater Psychology department.
  - d. Maintain and update the social media accounts belonging to the Society on a

regular basis.

- e. Design and maintain website (including other multimedia designs such as logo, promotional materials, and t-shirts) as needed

### **Section 6.0 CO-DIRECTORS OF EVENTS**

1. The Co-Directors of Events shall:
  - a. Report to the President.
  - b. Generate ideas for events and activities to bring forth to the Executive Committee for approval.
  - c. Organize, plan, and execute approved events and activities of the Society.
  - d. Complete all required waivers and documents required for events.
  - e. Contact potential sponsors and/or external event participants.
  - f. Submit preliminary semester activity plans and final estimated budgets for Society events to the Executive Committee for approval.

### **Section 7.0 DIRECTOR OF MEMBER RELATIONS**

1. The Director of Member Relations shall:
  - a. Report to the President.
  - b. Organize and manage member records alongside the president.
  - c. Facilitate and manage the Society's Discord server.
  - d. Manages communication between Ordinary members and Executive members.

### **Section 8.0 FACULTY ADVISOR**

1. The Faculty Advisor appointed by the Department of Psychology shall:
  - a. Oversee all functions within the Society, to ensure the integrity of the society, the department and the field is held at its highest standard; and
  - b. Act as a liaison between the Department of Psychology at Carleton University, and the Society.

## **Article VI: MEETINGS**

1. Meetings of the General Membership
  - a. Meetings of the General Membership can be called:
    - i. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
    - ii. At the request of an Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
    - iii. At the request of any five Ordinary Members of the Organization.

- b. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
  - c. Quorum of the General Membership
    - i. The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers
2. Meetings of the Executive Committee
- a. Meetings of the Executive Committee shall
    - i. Be held at regular intervals and are for the purpose of running the club.
    - ii. Votes by the Executive Committee on club business shall be declared by a simple majority.

## **ARTICLE VII: ELECTIONS**

1. The annual election of the Executive Officers shall take place no fewer than two (2) weeks after the close of nominations and shall be held prior to mid Winter Term break as defined by the CARLETON UNIVERSITY Academic Calendar.
2. The Club executives will appoint a Succession Officer to run elections for the Club.
  - a. A Succession Officer may be any one (1) of the following individuals:
    - i. A neutral party to all elections being held within the club.
    - ii. A member of the Clubs Oversight Committee.
    - iii. A member of the CUSA Clubs Office.
    - iv. A club member or an external student non-member.
3. Each Executive Officer elected in accordance with this Constitution shall assume office on the first day of May in the year of his or her election and shall continue to hold office until the earliest of:
  - a. The thirtieth day of April
  - b. Such time as he or she resigns, is dismissed, or ceases to be a Member of the Society

### **Section 1.0 BALLOTS & VOTING**

1. All Members, including Executive Officers, shall have one vote.
2. Where only one candidate is nominated for a position, the ballot for that position shall be in the form of a “yes”, “no confidence”, or “abstain”.

3. All Members have the right to abstain from voting. If a Member does not attend the voting session and has not partaken in early voting, they have forfeited their vote. It is not the responsibility of the society to ensure that all Members have voted, but to ensure that all Members who wish to vote will have their votes counted.
4. Voting can be done online through a form but must include Member's name, email, and CARLETON UNIVERSITY student number to verify membership

### **Article VIII: MEMBERSHIP REMOVAL PROCEDURES**

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC). The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club.
2. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
  - a. Impeachment for Removing an Executive Role:
    - i. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
    - ii. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
    - iii. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.
  - b. Membership Impeachment:
    - i. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
    - ii. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time

to speak.

- iii. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

### **Article IX: FISCAL YEAR**

1. The fiscal year of the Society shall begin on the first day of May in each year and shall terminate on the last day of April in the following year.

### **Article X: AMENDMENT**

1. Notice of Motion indicating the intention of any proposed change to this Constitution is required two weeks in advance of a meeting at which any proposed change is to be discussed. Such notice shall be posted in conspicuous location where it is expected that a majority of Members may take notice of the proposed changes.
2. Any member (Ordinary or Executive) can propose amendments to the constitution. Amendments shall be accepted only after at least 2/3 of the Members of the Society voting at a meeting where 50%+1 of the Members are present.
3. The constitution and any further amendments made following the enactment of this constitution must require the signature by at least two signing authorities within the Executive Committee.

### **Article XI: Dissolution**

1. Upon dissolution of the Psychology Society of Carleton University, all assets gained through CUSA shall be returned to CUSA and all other assets shall be donated to The Royal Ottawa Mental Health Care and Research Hospital.