

CONSTITUTION

GRADUATE STUDENT ASSOCIATION OF PSYCHOLOGY OF THE UNIVERSITY OF OTTAWA

Adopted in totality on April 5th, 2001

Amendments proposed on June 30th, 2010

Amendments proposed on May 2th, 2013

Amendments proposed on April 28th, 2015

Article 1: Name of Organization

The official name of this organization is “The Graduate Students’ Association of Psychology of the University of Ottawa” hereinafter referred to as the “Association”.

Article 2: Statement of Purposes

The Association exists to perform the following functions:

1. To represent, promote, and defend the common interests of all psychology graduate students at the University of Ottawa; and
2. To discuss problems common to psychology graduate students and to assist in carrying these problems to the appropriate agency when possible on and off campus; and
3. To represent psychology graduate students at the University of Ottawa at the administrative level of decision-making and to do so by speaking on their behalf with one united voice; and
4. To act as a representative body of psychology graduate students with administrative, departmental or university-wide associations within the University of Ottawa; and
5. To provide a medium for organizing social, academic, and sport activities for psychology graduate students; and
6. To do all things that are incidental or conducive to these purposes.

Article 3: Definitions

In this Constitution, its By-Laws, and any other official document of the Association:

1. “Association” shall mean the Graduate Students’ Association of Psychology of the University of Ottawa; and
2. “Executive” shall mean the Executive Committee of the Association as set out in article 6, section 2b, and By-Law 4; and
3. “Executive Officer” shall mean a member of the Executive Committee of the Association, as set out in By-Law 4; and
4. "Elected Member" shall mean a member who is elected at the annual Association elections, usually a member of the Executive Committee, or the Board of Directors; and

5. "Associate Member" shall mean a committee member, or regular member who actively contributes to the Association's activities; and
6. "Board" shall mean the Board of Directors of the Association as set out in By-Law xxx; and
7. "Member" shall mean a member of the Association as set out in By-Law 1; and
8. "Psychology graduate student representative" shall mean a graduate student who is elected or appointed by members of the Association to act as their official representative on committees within the School of Psychology or on any other committees at the University of Ottawa where psychology graduate student have a seat, as set out in By-Law 5; and
9. "Term" shall mean the period of time that an Executive officer or a Psychology graduate student representative is elected or appointed to their position.

Article 4: Interpretation

- Number and gender of words

Unless the context requires otherwise, all pronouns and possessive adjectives used in this Constitution and its By-Laws shall refer to persons of either gender, and all singular and plural meanings.

- Language

In this Constitution and its By-Laws, the French and English versions shall have equal value; should any substantive conflict exist between these two versions, determining the official interpretation shall be the responsibility of the Association.

Article 5: Official Languages

The Association shall be a bilingual association, recognising both French and English as official working languages.

Article 6: Power and Authorities

- Authority

The jurisdiction and powers assumed by the Association in this Constitution and any amendments thereto arise from autonomous self-governing authority and do not require the approval of any authority other than that of the Association itself.

- Government

1. The members of the Association shall be the governing and legislative authority of the Association. They shall be responsible for all matters of policy and for government and regulation of the Association.
2. The administrative authority of the Association is the Executive, which shall be responsible for implementing any and all decisions made by the members at a general meeting.

- By-Laws

By-Laws attached to this Constitution arise from the self-governing authority of the Constitution.

Article 7: Amendments of Constitution and By-Laws

1. Amendments to the Constitution
 1. Proposals for amendments to this Constitution shall be received by the President and shall be referred to the Executive Committee.
 2. The Executive Committee shall present the proposals for amendment to members at the next general meeting.
 3. Discussion of the proposals shall take place at the general meeting and members shall vote to accept or reject the proposals, requiring a simple majority of vote for approval.
2. Amendments to the By-Laws
 1. The By-Laws are complementary to, and not a part of, this Constitution. Amendments to the By-Laws shall be dealt with in the same manner as amendments to the Constitution.

Article 8: Winding Up

Upon the winding up of the Association, the outgoing Executive Committee will leave all assets of the Association to another non-profit organization promoting the interests of either psychology or other graduate students at the University of Ottawa, which has policies, aims and goals congruent with those of the Association.

Article 9: The POTB Conference

The Association oversees the organization and finances of the Association's Annual Psychology outside the box (POTB) Conference. This conference was founded in 2012 by the Academic Events Committee of GASP, which is now called the POTB committee. The conference is organized annually to bring the community of graduate students and faculty members of the School of Psychology from the University of Ottawa together, while also showcasing research in a variety of fields related to psychology from students and professors from the School of Psychology and other departments within the University of Ottawa as well as universities across Canada, and parts of the world.

RÈGLEMENTS / BY-LAWS

By-Law 1: Membership

1. Members
 1. Members of the Association shall be individuals registered as full- or part-time graduate students with the Faculty of Graduate and Post-doctoral Studies in the School of Psychology at the University of Ottawa.
 2. Membership in another association shall not preclude membership in the Association.

2. Cessation of membership
 1. Individuals shall cease to be members when they cease to meet the requirements of By-Law 1, section 1.

By-Law 2: Rights, Privileges and Responsibilities of Membership

1. Rights and privileges of members
 1. To have their interests represented collectively by the Association;
 2. To be represented collectively to the administrative level of the School of Psychology;
 3. To the protection and support of the Association in accordance with the objectives of the Association;
 4. To attend general meetings of the Association;
 5. To speak and vote at general meetings of the Association;
 6. To run for Executive office or for any Psychology graduate student representative position;
 7. To vote in Association elections;
 8. To access all minutes of the general meetings of the Association.
2. Responsibilities of members
 1. To respect the goals and objectives of the Association and the rules of the present Constitution and its By-Laws.

By-Law 3: General Meetings

1. General meetings
 1. All members of the Association shall be entitled to attend general meetings.
 2. Any member may speak, move or second motions, and vote at general meetings.
 3. Every general meeting shall be presided over by the President, or in their absence, by the Vice-president.
 4. Minutes shall be taken and ratified at the subsequent general meeting.
 5. General meetings of the Association shall be held once a month on such a day and at such a time as the Executive Committee may determine.
 6. Notice of a general meeting shall be advertised at least one week in advance of the meeting.
 7. Responsibility for the preparation of the agenda for a general meeting shall rest with the President.
2. Quorum
 1. Quorum in the case of a General meeting shall be a simple majority of the Board of Directors, Executive officers and Psychology graduate student representatives.
 2. No vote shall be held in the absence of quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Voting
 1. Any vote at a general meeting of the Association shall be exercised solely by the members who are present at the meeting, unless the question is subject to a Proxy voting procedure.
 2. Voting shall be by show of hands at all general meetings except in respect to elections in which case a secret ballot shall be taken.
 3. All tied votes fail.
 4. A passing vote must be fifty a simple majority of “yes” over “no” votes.

5. The Proxy voting procedure will be permissible if the question to be voted is was submitted in advance to the Board of Directors, Executive officers and Psychology graduate student representatives and a written vote or email is sent to the executive council to be counted at the meeting.

By-Law 4: Executive Committee

- Responsibilities of the Executive Committee

The Executive Committee has the following functions:

1. To oversee the daily administration of the Association and the management of its budget;
2. To uphold external relations of the Association;
3. To issue notices of meetings and to propose the agenda for general meetings.
4. Appoint Associate members at its own discretion for the time period the Executive sees fit.

- Composition of the Executive Committee

The Executive Committee will be defined as and be composed of seven elected positions of the Association: the President, the Vice-President, Treasurer, Secretary, Clinical Program Representative (or two co-representatives, sharing one vote), Experimental Program Representative (or two co-representatives, sharing one vote) and the social Events Chair (or co-chairs, sharing one vote).

The President and the Vice-President may opt to serve cooperatively as the leaders of the association. The titles in this case would change to "co-president". The President and Vice-President candidates may request permission for the title change from the Board of Directors at the beginning of their term. The co-president titles shall be evaluated on a case-by-case basis, and Board of Directors approval is required each year.

- Election of Executive officers

1. The members of the Executive Committee shall be elected at the Annual general meeting to be held in the month of the April each year.
2. Any member of the Association, full or part-time, is eligible for election.
3. The organization of the election of new Executive officers is the responsibility of the Executive Committee.
4. In the absence of any candidate any member may be appointed through ratification by the Executive Committee to fill the vacancy.
5. The newly elected Executive Committee will assume office on the day following the Annual general Assembly.
6. The term of office for the Executive officers is one year.

- Resignation or dismissal of an Executive Officer
 - Resignation of an Executive officer:

In the event that an Executive officer wishes to resign before the completion of their mandate, they must inform the Executive Committee in writing at the earliest opportunity.

- Dismissal of an Executive officer:

In the event that an Executive officer does not comply with any By-Laws or policies of the Association, they should be dismissed from their position.

The resolution to dismiss an Executive officer must be passed at a general meeting of the Association and shall require a simple majority of votes.

- In the case of a resignation or dismissal of a member of the Executive Committee:
 1. The Executive Committee may choose either to call a by-election or to leave the position vacant until the subsequent Annual general meeting.
 2. The Executive Committee must call for nominations at least fifteen (15) days in advance of the by-election date.
 3. The by-election shall be held at the next general meeting of the Association.
 4. In the absence of any candidate any member may be appointed through ratification by the Executive Committee to fill the vacancy.
- Responsibilities of the Executive officers

Responsibilities of the Executive officers shall include, but are not limited to:

President

The president shall:

- Act as the official representative of the Association;
- Supervise the general affairs of the Association;
- Prepare an agenda for, and preside over, general, board and executive meetings;
- Be responsible for the content of all transmitted information on behalf of the Association;
- Be appointed as one of the Psychology graduate student representatives on the School of Psychology Council.

Vice-President

The Vice-President shall:

- Act in the stead of the President whenever the President is unable to act, when applicable;
- Be responsible for the management of all correspondence of the Association
- Ensure the bilingualism of all official documents and communication s of the association, including, but not restricted to, translation of all correspondence to be sent to members;
- Be appointed as one of the Psychology graduate student representatives on the School of Psychology Council.

Treasurer

The Treasurer shall:

- Be responsible for the collection and dispensation of all monies and receipts in accordance with the financial policies of the Association, including the depositing and withdrawing of all monies from banks provided that cheques are co-signed by the President or Vice-President;
- Be responsible for the finances of the POTB Conference, provided that cheques are co-signed by the POTB Conference Chair, president or vice-president.
- Present a financial report at the Annual general meeting to be held in April or at any general meeting, upon request from members of the Association.

Secretary

The secretary shall:

- Keep minutes of all general and executive meetings of the Association;
- Distribute copies of bilingual minutes to members at the following general meeting;

Clinical and Experimental program representatives

The Clinical and Experimental program representatives shall:

- Be the Psychology graduate student representative of their respective programs on the committee of Graduate Studies of the School of Psychology;
- Act as the official representative of the members in their respective programs;
- Be responsible for maintaining regular contact with members in their respective programs;
- Provide assistance and/or representation to members of the Association with an academic or student rights case who requests it;
- Coordinate the buddy system;
- Organize workshops and activities to address the needs of members;
- Encourage members of their respective programs to attend general meetings of the Association;

Social Events Chair (co-chairs)

The social events chair shall:

- Preside over the social committee of the Association;
- Organize social events during the academic year to encourage friendships and create a sense of community within the Association;
- Coordinate with the administration for the annual orientation day, and holiday party;

By-Law 5: Board of Directors

- Responsibilities of the Board of Directors

The board of directors is the highest governing authority within the management structure of the Association. It is the Board's job to select, evaluate, and approve the strategy and broad direction of the Association. Responsibilities include, for example,

- Creating, or updating the mission and vision statements of the Association; and
- Determining the Association's activities, programs and services; and
- Monitoring the organization's operations.

Board members shall serve two to four terms, as defined for each director position. Board members with 5 consecutive absences shall be dismissed from the Board. The Board may appoint standing and ad hoc committees as needed. The President of the Association shall serve as the Chairman at the Board meetings.

A Board member fulfills their role by:

- Documenting decisions, procedures and policies to create an organizational memory
 - Preparing for and attending board meetings
 - Researching and discussing issues before decisions are made
 - Replacing and orienting board members when a vacancy arises
- Composition of the Board of Directors

The Board is made up of directors who are elected by members of the Association. Every Executive Officer automatically becomes member of the Board. There are also non-executive, elected positions that are members of the Board.

The following non-executive Board positions shall be fulfilled:

1. School Council Representatives:

- Four positions that includes the President, Vice-President, Management Committee Representative, and one elected member of the Association
- Meetings are held on the third Friday of every month

1. Management Committee Representative:

- One position
- Meetings are held twice a month on Wednesdays
- Be appointed as one of the Psychology graduate student representatives on the School of Psychology Council.

GSAÉD Representative

- One position that can be shared between two elected members
- Meetings are held on the last Tuesday of every month

2. CUPE 2626 Representatives:

- Two positions
- Meetings are held every third Tuesday of the month

3. Undergraduate Studies Committee Representative

- One position

4. Space Management Committee Representative:
 - One position
 - Meetings are usually held during the summer months
5. Hiring Process Committee Representatives
 - One position that can be shared between two elected members
 - This committee meets when positions are announced and when decisions regarding candidates are being made.
6. Faculty Council Representative
 - One position
 - two-year mandate elected at the GSAÉD council
7. First Year representatives
 - English Clinical Stream
 - French Clinical Stream
 - English Experimental Stream
 - French Experimental Stream

The First Year representatives shall:

- Be starting Psychology graduate studies in September of each year
- Help form a close knit community with other first year students
- Maintain regular contact with first year psychology students in respective cohorts to encourage students to get involved in GASP.
- Assist in the organization of GASP activities
- Report to Experimental or Clinical representatives

By Law 6: Associate Members

- Responsibilities of Associate Members

An associate member is responsible for managing and carrying out the task or project to which they have been appointed. Responsibilities also include (a) providing periodic updates at the Board of Directors meeting and (b) working together with the executive committee to the extent that their role necessitates. The period of an Associate member's position should be defined at the time of appointment.

- Requirements to become an Associate Member

The creation of an associate member position can be requested by any elected Association member, including all Board of Director and Executive members. Associate members are appointed by a simple majority of the executive officers.

- Resignation of an Associate Member

An Associate Member may request to resign from their position in which case a replacement shall be appointed at the earliest time possible. The Executive Council or Board of Directors may also request the resignation of an associate member. An Associate member can be released of their duty by a 2/3rd vote of the Executive council.

The following associate members' positions shall be fulfilled:

1. Website Administrator
2. ~~Photocopy Account Manager~~
3. Book sales Manager
4. Stats Coffee club Chair
5. Brain Buddies Club Chair
6. POTB Conference Chair

The POTB conference chair shall:

- Promote intellectual growth and a sense of community between the graduate students of the School of Psychology
- Be responsible for the organization of the interdisciplinary psychology conference of the Association: the Psychology outside of the Box (POTB) conference
- Preside over the POTB *Conference Committee formed of* subcommittees responsible for logistics, marketing, communications, finances and intellectual coordination, etc.
- Provide updates and a final report after the conference to give recommendations for the following year.

By-Law 7: Psychology graduate student representative

1. Responsibilities of Psychology graduate student representatives
 1. To represent the interests of all psychology graduate students on the committee to which they were elected;
 2. To attend all meetings of their respective committee;
 3. To report any information regarding the activities of their respective committee that is relevant to psychology graduate students at the next general meeting of the Association
2. Election of Psychology graduate student representatives
 1. The Psychology graduate student representatives shall be elected at the Annual general meeting to be held in the month of April each year.
 2. Any member of the Association, full or part-time, is eligible for election.
 3. The organization of the election of Psychology graduate student representatives is the responsibility of the Executive Committee.
 4. In the absence of any candidate, any member may be appointed through ratification by the Executive Committee to fill the vacancy.
 5. The newly elected Psychology graduate student representatives will assume office according to the by-laws of the committee to which they were elected.
3. Resignation or dismissal of Psychology graduate student representatives
 1. Resignation of a Psychology graduate student representative:
 - In the event that a Psychology graduate student representative wishes to resign before the completion of their mandate, they must inform the Executive Committee in writing at the earliest opportunity.

2. Dismissal of a Psychology graduate student representative:
 - In the event that a Psychology graduate student representative does not comply with any By-Laws or policies of the Association, they should be dismissed from their position.
 - The resolution to dismiss a Psychology graduate student representative must be passed at a general meeting of the Association and shall require a simple majority of votes.
3. In the case of a resignation or dismissal of a Psychology graduate student representative:
 1. The Executive Committee may choose either to call a by-election or to leave the position vacant until the subsequent Annual general meeting.
 2. The Executive Committee must call for nominations at least fifteen (15) days in advance of the by-election date.
 3. The by-election shall be held at the next general meeting of the Association.
 4. In the absence of any candidate any member may be appointed through ratification by the Executive Committee to fill the vacancy.