**Motion to Amend the MPSA Constitution**

*Whereas* the McGill Psychology Students’ Association (MPSA) submitted constitutional amendments to be reviewed by the Constitutional Bylaw Review Committee (CBRC);

*Whereas* the CBRC reviewed and made recommendations for said amendments on January 20th, 2017

*Whereas* the MPSA updated their Constitution based on recommendations,

**Be it resolved,** that the Council of the Arts Undergraduate Society accept the updated constitution of the McGill Psychology Students’ Association (Appended Below)

**Moved by:**

Beck Goldberg, President

Kira Smith, VP Internal

**Constitution of the McGill Psychology Student’s Association**

***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

Constitutional Amendments

***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 of the Faculty of Science are eligible to be elected as executives 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 executives.

4.2 The Executive Committee (also referred to as “council” hereinafter) shall consist of:

    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) Coordinators

    Journal Coordinator

***III. Powers and Duties of the Executive Committee***

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

*Article 6: All executives 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 executives must fulfill their official duties.*

7.1 President/Co-Presidents

TheCo-Presidents shall:

a. Coordinate and supervise affairs of the society and council.

b. Ensure that all executives get along and that the council works as a functional governing body.

c. Call regular meetings of the executive council.

d. Ensure that all other executives 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 executive's office hours, and oversee that their duties are kept.

d. Facilitate communication between executives.

e. Assist in organizing the executive council 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 council.

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 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, 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) Coordinators

The NTC Coordinators 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 Lectures Recording System or by the NTC writers or editors.

d. Provide writers and editors with an executive council 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, or in conjunction with the AUS Departmental Elections

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

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

8.4 Elections must always be held for the positions of Co-President.

 8.4.1 The appointment of two Co-Presidents is always preferable.

 8.4.1.1 If it is the case that only one person runs for Co-President and is elected, then

there may be one President

8.4.1.2. If it is the case that one Co-President is only available for one semester, the

remaining Co-President may continue on as President for the remainder of the year.

 8.4.2 The Co-Presidents will be the two nominees with the highest votes.

 8.4.3 In the case that no one is voted in for the position of President/Co-President (i.e. if more

people abstain than vote yes) then voting procedures will begin again.

8.4.4 Members may not vote for the position that they are running for.

8.5 If there are more than 30 applicants for all available positions, not including those for the position of Co-President, then elections shall be held for the following council positions:

a. VP Internal

b. VP External

c. VP Communications

d. VP Academic

e. VP Science

f. VP Arts

g. U3 Representative

h. U2 Representative

8.6  The following positions shall always be voted for by the incoming Co-Presidents and council members:

a. VP Finance

b. U1 Representative

c. NTC Coordinators

d. Journal Coordinator

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

*Article 9: Votes*

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

9.2 On Election Day, at least one MPSA executive council 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.

9.5 If there are fewer than 30 applicants, cumulatively, for all available council positions not including Co-Presidents, 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 council 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 incoming co-presidents no later than June 30th.

10.2 The outgoing and incoming Co-Presidents must arrange a transition meeting with all incoming and outgoing executive council members to be held in April after elections.

*Article 11: Impeachment*

11.1 An executive council 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 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 Co-Presidents

c. Not performing his/her constitutional duties.

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

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

*Article 12: Constitutional Amendments*

12.1 If the current council would like to make changes to the constitution, the amendments must be brought forward and voted on by council members. Amendments that reach a simple majority will be submitted for approval by the AUS.