

Undergraduate Psychology Students' Association of the University of Manitoba Constitution



Preamble: In an effort to provide academic and social resources for all University of Manitoba students with an interest in psychology, the Undergraduate Psychology Students' Association (UPSA) seeks to act on behalf of the interests of undergraduate students, faculty, and the administration

ARTICLE I. NAME

ARTICLE II. OBJECTIVE

ARTICLE III. MEMBERSHIP & DUTIES of RESPONSIBILITIES

ARTICLE IV. GOVERNING STRUCTURE

ARTICLE V. NOMINATIONS

ARTICLE VI. TERMS IN OFFICE

ARTICLE VII. CONDUCT OF MEETINGS

ARTICLE VIII. ADMENDING THE CONSTITUTION

Article I. Name

Undergraduate Psychology Students' Association;

- acronym: UPSA;
- colour: Blue;
- symbol: Psi.

Article II. Objectives

UPSA's objectives are as follows:

- To function as a support system for undergraduate students.
- To provide students with information for appropriate agencies that may be able to provide solutions to their problems/concerns
- To increase students' awareness of, and involvement in departmental activities.
- To increase students' awareness regarding the field of psychology.
- UPSA will hold at least one career seminar during the academic year to inform the student body regarding careers in psychology.
- To function as a social group for undergraduate students
- UPSA members will hold social activities to facilitate communication amongst the members and between students and the faculty members.
- Provide undergraduate psychology students information pertaining to job opportunities, research positions, volunteer opportunities, GREs, and graduate studies.

- Act in the interest of students concerning their professors, course of study and academic responsibility.
- Act in the interest of the professors and administrative bodies in relaying the concerns of the UPSA body
- Social activities may be held on or off-campus.
- To hold fundraising activities for charitable needs that is to be determined by the executives at the start of each academic year.
- UPSA members will hold at least one fundraising event during the academic year to raise funds to conduct social activities.
- Provide an environment conducive for students, professors and administrative bodies to meet and interact during the UPSA events.

Article III. Membership & Duties of Responsibilities

To be an eligible member of UPSA you must be a member of the University of Manitoba; a student (an individual who is enrolled and registered with the University of Manitoba for that academic year), faculty or staff.

Membership of the Undergraduate Psychology Students' Association includes:

- Executive Members
- Council Members
- General Membership

The Executive Membership includes:

President

It is the duty of the President to coordinate and oversee the functioning of UPSA and the Executive members to accomplish all objectives of UPSA (as outlined in Article II). The President will serve as a representative of UPSA and will be responsible to UPSA.

The President will be one of the signing officers for the UPSA with all matters pertaining between UPSA and the University of Manitoba along with the Vice President of internal affairs. The President must hold regular meetings, no less than two per term during the academic year.

The President will be one of the three signing Officers at the bank in conjunction with the Treasurer and Vice President of Internal Affairs. The President must ensure that the Treasurers perform accurate financial reports. Along with the Treasurer, shall have signing authority over the UPSA bank account. Further, the President must arrange for the safekeeping of all financial statements during and beyond the regular and academic session.

The President must keep an up-to-date membership list, and will facilitate an effortless transition between the former and recently elected UPSA executive members. In

addition, the President will set the agenda for executive meetings and hear all topics in which other members of the council wish to address. The President will ensure that executive consensus on critical decisions are made through coordination, leadership and team building.

In the event that other executive members are not meeting their obligations as outlined in the Constitution, the President, along with one member of the executive, have the right to dismiss said member.

The President is responsible for conducting the nominations, and elections for the Executive positions, Committee Representatives, and the next UPSA President as outlined in Article V.

The President will monitor and keep an up-to-date mailing list of undergraduate student to ensure it is being appropriately utilized; only Psychology relevant information for psychology students is being sent.

Further, the President shall be responsible for holding either an Open House or Orientation Week in an effort to promote UPSA to the student body at the University of Manitoba. Either of the two events must take place no later than March 1.

Treasurer

It is the duty of the Treasurer to keep accurate records of all financial transactions, and to generate regular financial status reports to UPSA, as required by the President or the Head, Undergraduate Advisor. Along with the President, the Treasurer shall have signing authority over the UPSA bank account. The Treasurer, in addition to the President and Vice President are responsible for the cash box and the deposit of all money collected during fundraisers to the UPSA bank account. It is the Treasurer's duty to ensure that the accounting books remains balanced. The Treasurer is also responsible for attending all meetings of the UPSA student council, as well as other duties assigned by the President.

Secretary

It is the duty of the Secretary to record, publish, and distribute the Minutes of the meetings to the appropriate members, or as directed by the President. The Secretary is responsible for all materials present at each executive meeting (i.e. photocopy materials) The Secretary will be in charge of booking rooms for events and maintaining office supplies in the UPSA office. The Secretary is also responsible to attend all meetings of the UPSA student council, as well as other duties as assigned by the President. This position may be shared.

Webmaster (Social Media & Website)

It is the duty of the Webmasters to maintain and update the UPSA website in addition to the University of Manitoba UPSA Facebook Group regarding current events in the department. The Webmaster will confer with the Executive council concerning web-site topics and will post advertising of opportunities available to students within the department. Special note, under mitigating circumstances the Web-master may be exempt from office hour duties and the position may be divided into Social Media and Website Manager positions.

Events/Advertising Director

It is the duty of the Events/Advertising Director to coordinate social/fundraising events for the UPSA and to recruit volunteers needed to organize the said events. The Events/Advertising Director will be responsible for contacting the appropriate venues and acquire permission for planned events. The person will be in charge of logging volunteer hours in concurrence with the Vice-President. It is the duty of the Events/Advertising Director to organize events that connect psychology students, the UPSA executives and faculty members.

The Events/Advertising Director will promote and increase awareness of UPSA, in addition to providing support for fund-raising and other UPSA goals through the coordination of events. He/She will be responsible for creating posters to advertise events, making photocopies, in conjunction with obtaining executive approval from UPSA and the Psychology Department prior to distributing posters. The Events/Advertising Director will be responsible to attend all meetings of the UPSA student council. This position may be divided into Event Planner and Advertising Director positions.

Faculty Liaison

It is the duty of the Faculty Liaison to act as official liaison between UPSA and academic staff, and the Department of Psychology in general. As the Department of Psychology offers degree programs to the Faculty of Arts and the Faculty of Science, this position may be divided by faculty into Faculty of Arts Liaison and Faculty of Science Liaison. Either role may be sub-divided into shared co-positions.

In the event that the President is unable to meet the demands and/or objectives of UPSA, the Faculty Liaison will appoint an individual to this position until such time that the UPSA executive and council members are able to elect a new President. Elections for a new President must take place within two weeks of the resignation/dismissal of the President. If the UPSA executive and council are unable to find a suitable replacement, the individual appointed by the Faculty Liaison shall then continue as President.

If for any reason, the nomination process for the departmental committee representatives has not been completed by October 15 or the election process for this has not been completed by October 20, the Associate Head (Undergraduate) shall appoint members to the Executive.

The Council Members include:

- Executive Members
- Committee Representatives
- General Members

Committee Representatives

Are to attend committee meetings, hold office hours; and to relay relevant information regarding academic, or departmental concern to the membership at an UPSA student council meeting, as directed by the President.

General Members

General membership is open to all students of University of Manitoba with an interest in psychology. All general members have speaking rights and have the right of access to all information and proceedings of UPSA, except where such access conflicts with principles of confidentiality in the Department of Psychology or UPSA. The general membership has the right to attend all meetings of UPSA and to discuss issues at all meetings except when principles of confidentiality indicate that a meeting be deemed a closed session.

Article IV. Governing Structure

The governing structure of UPSA includes members of the Executive and Council members. The faculty liaison is in place for necessary communications.

Business shall be decided by and carried out by the members of the executive, according to their assigned duties and responsibilities. When a decision is required, a simple majority vote of all members present at al UPSA council meeting will be adequate, provided such a decision does not interfere with the objectives of UPSA (as outlined in Article II). A quorum of membership for voting purposes shall be reached when those present equal 70% of the executive council population (members and executive members) along with the assurance that the entire executive council has been notified. Email and list-serve can be utilized for voting purposes except when an impeachment is pending. If a decision is necessary, and a regular meeting cannot be called (either in person or online), the member(s) in charge of its implementation can make an interim decision. This decision shall be reviewed with the Executive at the next UPSA meeting, and voted on. Appropriate action shall then be taken.

Article V. Nominations

Priority will be given to current Executive and Committee members to fill president position. In the event elections cannot be completed internally, the President will call nominations from the general undergraduate Psychology population for a president-

elect by March 10. Solicitation of nominations, the call for election, and the announcement of results shall be accomplished by means of a memorandum circulated by the President to all instructors to read to all undergraduate classes. Such memoranda shall be posted in a prominent area outside the General Office of the Department of Psychology and on the UPSA board, second floor of Duff Roblin building.

All nominees for President and Vice-President must be a third or fourth year student majoring in Psychology, and will be required to provide UPSA with a written plan for the future of UPSA. The UPSA Executive shall choose three (if available) candidates. The President shall call a general membership UPSA meeting no later than March 24. At the general meeting, all nominees shall present a 5-10 minute oral presentation to all members present regarding their plans on meeting UPSA's objectives. When all nominees have had the opportunity to present their plans, all nominees shall depart the room, and all members present shall vote. A simple majority vote will decide the new President. Formal announcement of the President-elect shall be made by the current President on the UPSA web page and by way of memoranda posted on the UPSA board, second floor of Duff Roblin by July 1 of the current year.

Failure of one or more instructors to read an announcement of nomination or election shall not invalidate the election results unless a written disputation is signed by at least ten General Members and presented to the UPSA Executive no later than fifteen days after the results of the election have been announced.

The President shall initiate a process of election to determine the remaining members of the Executive if they cannot be filled internally from existing executive and community positions (Treasurer, Secretary, Webmaster, Directors). Such a process shall be carried out by the organization by October 15. If for any reason, the nomination process for the departmental committee representatives has not been completed by October 15, or the election process has not been completed by October 20, the Associate Head (Undergraduate) shall appoint members to the Executive.

The President shall initiate a process of election to determine undergraduate members to departmental committees by October 15. If for any reason, the nomination process for the departmental committee representatives has not been completed by October 15 or the election process for this has not been completed by October 20, the Associate Head (Undergraduate) shall appoint members to the committee.

Article VI: Term of Office

The term of office of the President shall normally begin at the start of the Regular Academic session, and expire when the term of the President-elect begins. The term of office of the remaining Executive members, and members of departmental committees shall normally begin at the start of the regular academic session, and expire until the next election process is completed. The term of office of class representatives shall be equal to the duration of their course.

Article VII: Conduct of Meetings

Subsequent to its formation in the fall of the current session, Executive and Council (members of departmental committees) shall meet at the call of the President at least once per month so long as classes are being held. Dates will be determined at the beginning of each semester. Quorum shall normally be 50% of elected and appointed members.

At least one of the meetings, which is normally at the beginning of its first term of the current academic session, will be open to all students at the University of Manitoba and the minimum advertising requirements for the meeting include a two week run in the Manitoban providing the time, date, and campus location of the meeting. The General meeting shall normally include in its business an outline of UPSA's structure, purpose, activities, and matters of immediate concern.

Meetings are limited to one hour in duration unless a time extension for a particular meeting is called for prior to the expiration of the one hour, and is approved by a simple majority of the attending members.

Article VIII: Amending the Constitution

A recommendation to amend the Constitution may be made by any member of the Executive of Council. When a recommendation is made, the following shall occur: First, Council shall strike a Constitution committee consisting of not less than two (one being an Executive member, the other being a Council member) and not more than five members of Council to examine recommendation. Second, the committee shall submit proposed amendments to Council for consideration, and invite comments or more resourceful proposals. Third, at a meeting of Council (either in person or online), amendments shall be approved by a two-thirds majority vote.

This constitution was developed in May, 2000 and passed by the required two-thirds majority vote in August, 2000. This Constitution was amended and passed by the required two-thirds majority vote in May, 2005. The Constitution was amended and passed by the required two-thirds majority vote in May of 2010. The Constitution was amended and passed by the required two-thirds majority vote in September of 2014.