

Canadian Psychological Association Section for Students in Psychology Bylaws

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I. Student Membership

a) Affiliation (this section taken directly from the CPA Bylaws, p. 3)

Students wishing to become members of the Canadian Psychological Association apply as 'Student Affiliates'. The CPA Bylaws (p. 3) state the following requirements for applying for 'Student Affiliate' status:

“Student Affiliates: Student Affiliates (i.e., CPA members) may be admitted into affiliation with CPA. Application for Student Affiliation may be made at any time to the Head Office of CPA by graduate or undergraduate students (Honours or equivalent) in their upper years, who are enrolled and in full-time or part-time attendance at a recognized university, and who are engaged in the study of psychology. Student in other programs/disciplines (other than psychology), may also be admitted to CPA as student affiliates if they wish to join. Applications are to be reviewed in accordance with the procedures to be established from time to time by the resolution of the Board of Directors.

International Student Affiliates: International Student Affiliates may be admitted into affiliation with the Association. Application may be made by graduate or undergraduate students from foreign countries, who are enrolled and in full-time or part-time attendance at a recognized university and who are engaged in the study of psychology. Applications are to be reviewed in accordance with procedures to be established from time to time by resolution of the board.”

In addition to the above guidelines outlined in the CPA Bylaws, it should also be noted that students who become members of CPA (i.e., Student Affiliates) are eligible to become members of the Section for Students without any additional costs. Members wishing to remove themselves from the Section for Students should contact the current CPA Membership Assistant.

II. Section Executive

a) Election Process

The Section Executive has traditionally consisted of seven pre-defined roles: (1) Chair, (2) Chair-Elect, (3) Past-Chair, (4) Secretary/Treasurer, (5) Campus Representative Coordinator, (6) Undergraduate Affairs Coordinator, (7) Website/Listserv Manager. In 2006/2007, several important changes were made, including the addition and proposal of new procedures and positions described below.

First, a formal voting process was instituted whereby it was decided that from hereon all executive positions (with the exception of Website/Listserv Manager) will be elected via a formal vote available to all current CPA Section for Students members. This change was made to ensure that all positions will be voted upon in a democratic manner, by the entire student section body (rather than only the members of the executive). It is the responsibility of students who join CPA to ensure that they join the Student Section and keep their membership up-to-date, should they wish to be involved in Section activities, correspondence, and election procedures. In

addition, when a member's status is no longer that of student (i.e., they graduate), it is their responsibility to notify the CPA Membership Assistant to remove themselves as a member. All current members of the Section for Students, are eligible to vote in the annual Section for Student elections.

Any student member of CPA is eligible to apply as a candidate for any of Section for Students Executive position, provided their status is such that they: (a) are current members of the Student Section, and (b) are students who will be maintaining their student status for the duration of the term they are applying for. There is no limit to how many candidates may run for a given position. The current Student Executive typically sends out a call for nominations using the CPA student listserv in addition to posting the open positions online (Student Section website) and in *Psynopsis*. All members of the section are permitted 1 vote for each election position, as are student members who are running as candidates for these positions. Students from other non-psychology disciplines are permitted to vote provided they are current members of the Student Section.

Votes are typically non-blind to ensure that students vote only once. In addition, it is recommended that the following information be provided to all students before voting: (a) Definitions/outlines of each position - this can also be done by providing a link to the CPA student section website where this information will be clearly presented, (b) Brief biographies/statements of intent from all candidates applying for the positions, (c) Clear statements to inform students that they can only vote once and that the voting process is non-blind, (d) A clear deadline for the end of the voting period, and (e) The email and name of the person to whom they should submit their votes to. All correspondence with students (e.g., emails, candidate biographies/statements) should be provided in both English and French, if possible. The Student Section's Communications Officer (new position, see below) is typically the one responsible for assisting with translations of candidates' biographies/statements.

A second change was instituted in a decision made at the 2006 CPA Annual General Meeting, which involved the addition of a student position on the CPA Board of Directors. This position will be combined with the role of Chair-Elect every three years, whereby the newly elected Chair-Elect of the Student section will concurrently serve a role on the CPA Board of Directors during their 3-year term as Chair-Elect, Chair, and Past Chair.

In addition, in 2007, the position of 'Student Convention Contributor' on the CPA Convention Committee (to assist with planning of the annual CPA convention), was merged into an affiliate member of the CPA Student Section Executive. The student representative on the Convention Committee is responsible for collecting the valuable insights/inputs about the conference that student members have to offer and then making sure that the feedback gets to the committee.

Finally, given the advantage of having all documents available in both French and English, a new 'Communications Officer' position was added to the Section Executive in the Fall of 2007. Applicants for this position must be fluently bilingual in French and English (both written and spoken). This position involves translating documents related to the Student Section in a timely manner, assisting with other communications-based tasks related to promoting the Student Section of CPA (e.g., assisting in planning and advertising the student social at the annual CPA

convention), and being actively involved in Student Executive activities / decisions. This communications position will be posted along with the other Executive positions in an open call for candidates. As with the terms for all elected Executive positions (except for the 3-year Chair-Elect, Chair, and Past-Chair position), the Communications position is a 2-year position, with an option to re-apply once for a maximum of a 4-year term.

For all of the Student Executive positions, if only one candidate applies for a position, that candidate will automatically be elected to the position by acclamation as long as the candidate meets eligibility requirements; in this situation, a formal voting process for this position will not be conducted. If there are no applicants or the position becomes vacant mid-year, the Student Executive reserves the right to select someone who will remain in the position until the next election.

b) Positions

All Section for Student Executive positions are listed below. Full descriptions of these positions can be found on the Section for Students website.

Chair-Elect: The Chair-Elect assists the Chair with carrying out section-related activities.

Chair: The Chair is responsible for the general and specific organization of Section goals and activities.

Past-Chair: The Past-Chair is an outgoing position designed to help ease the current Chair into his/her new role.

Member of CPA Board of Directors: One member of the Section for Students Executive sits as a member of the CPA Board of Directors.

Secretary/Treasurer: The Secretary/Treasurer is responsible for managing the section budget, taking business meeting minutes and other duties as required.

Campus Representative Coordinator: The role of the Campus Representative Coordinator is to increase the exposure of the association at university campuses across Canada, through our campus representative program.

Undergraduate Affairs Coordinator: The Undergraduate Affairs Coordinator acts as a liaison between CPA and undergraduate students.

Communications Officer: The Communications Officer is primarily responsible for providing prompt translations (English-French, French-English) of Student Section Executive materials.

Website/Listserv Manager: The Website/Listserv Manager is responsible for managing the Student Section listservs and updating the section website.

c) Length of Position Terms

Chair, Chair-Elect, and Past Chair: This is a combined 3-year position whereby the newly elected candidate will spend one year as Chair-Elect (year 1) before automatically moving on to Chair (year 2), and finally Past-Chair (year 3). Every three years, this person will also sit on the CPA Board of Directors for a three-year term.

All other voted positions (Secretary/Treasurer, Campus Representative Coordinator, Undergraduate Affairs Coordinator, Communications Officer) are 2-year positions, with an option to re-apply once for a maximum of a 4-year term. Candidates wishing to re-apply for an additional 2-year term must submit all documents necessary for applying to a position (e.g., CV, statement of intent), and undergo the formal voting procedure along with any other running candidates. Having been elected previously does not allow the candidate to automatically continue with the position, unless they formally win the election again. The term for all Executive positions runs from June to June, corresponding with the annual convention.

d) Timeline for Call for Applications and Voting Process

The call for applications for all Student Executive Positions should be sent out to student members of CPA in a timely fashion (typically at the beginning of the winter term). A few weeks should be permitted for students to respond to this call for applications. All students applying for these positions are typically asked to submit a short statement of intent, a short biography suitable for circulation, a CV, and an optional small head-shot photograph of themselves. It is recommended that biographies/statements of intent be translated by the Student Section (if not included by the applicants) to include both French and English versions to be published in *Psynopsis* and posted on the Student Section website. To identify the candidates and promote student voting, the executive may use a variety of outlets including the student listserv, website, and *Psynopsis*.

e) Announcing Positions

Once the votes have been tabulated, the Section Executive is responsible for informing all Student Members of the results via the student listserv, webpage, and/or *Psynopsis*.

f) Ties

In the rare case of a tie for any voted-upon position, a second vote should be instituted as soon as possible between the tied candidates only. All student members are again eligible to vote this second time. As with the first vote, students may only submit their vote once (typically via email), and votes are generally un-blinded to prevent repeated voting.

g) Terminating Positions

In extenuating circumstances, whereby someone in these positions must end their term early, the Section Executive reserves the right to appoint someone else to the position until the next election cycle. In addition, if any Section Executive members fail to adequately fulfill their

position duties as outlined in these bylaws, the current Chair should give them one warning. This warning should be provided in writing, clearly outlining the duties that are being unfulfilled and stating changes that need to be made in order to for the member to maintain his or her position. If the warned member does not make adequate changes to fulfill his or her duties within one month of the warning, the Chair reserves the right to terminate his/her role in the position. If members of the executive feel that the Chair is not adequately fulfilling his/her duties, they should address the Chair with a written summary outlining their concerns. If the Chair has not adequately responded to these concerns, the executive members have the right to request that the Chair's position be terminated. In these cases, it would be helpful to see further support/assistance from CPA head office.

h) Voting Procedures for Decisions Made by the Student Executive

In various cases, members of the Student Section Executive may be called upon to vote on different CPA-related matters. In these cases, each voting member of the Executive is granted only one vote, even if they are filling multiple positions on the Executive.

i) Representativeness of the CPA Section for Students

As with the CPA Bylaws for representativeness, whenever feasible, an attempt should be made to ensure that the members of the Student Section Executive are representative of the geographical regions of Canada, as well as gender, subdiscipline interest, and language groups.

III. Campus Representative Program

a) Campus Representatives

The first suitable candidate to contact the Campus Representative Coordinator about a representative position and fulfill the requirements (i.e., being a current student, being a member of the CPA Section for Students and submitting a cv/resume) will be given the position. Students wishing to apply for a campus representative position must be current members of the Section for Students and be enrolled in a psychology (or related) program at a Canadian College or University. CPA representatives from non-Canadian institutions are permitted. If a student is not in Psychology, he/she must inform the Campus Representative Coordinator of the degree they are pursuing, and request permission to act as a CPA student representative. Our goal is to have every psychology department at every Canadian University and College represented by one student representative at the undergraduate level and one student representative at the graduate student level. In addition, it is recommended that Psychology departments at each University and College have one faculty representative (also referred to as a "Friend of CPA"). The Section for Students reserves the right to ask student or faculty reps to resign from their positions if they are not adequately fulfilling their responsibilities.

All student representatives are required to complete campus representative reports on an annual or bi-annual basis (typically in the fall and the spring) outlining what activities/duties they have completed in their role as campus representative. These forms are distributed and collected by the Campus Representative Coordinator. Current campus representatives are also entitled to a

discounted CPA membership rate, and should direct any inquires about this to the Campus Representative Coordinator.

b) Responsibilities of Student Representatives

Student representative (at both the graduate and undergraduate levels) responsibilities include the following general tasks:

- 1) Serving as a liaison between CPA student affiliates at their institution, and the Student Section Executive and CPA.
- 2) Completing annual or bi-annual representative report forms.
- 3) Assisting in finding a replacement for their position when they end their term.

More detailed information about Student Representative responsibilities is provided on the Section for Students website.

c) Responsibilities of Faculty Representatives

The responsibilities of Faculty Representatives are quite minimal and generally include being available to students (undergraduate and graduate) in terms of answering questions, or assisting with obtaining CPA Student Membership and with promoting CPA at their institution. As with the Student Representative, the Faculty Representative should be a current CPA member and be reasonably familiar with CPA. Any special circumstances leading to requests to have this position filled by a non-Faculty member should be directed to the Campus Representative Coordinator for further consideration.

IV. Student Section Website

The Student Section website should be updated regularly to reflect any recent updates or information pertaining to the Student Section. In addition, full descriptions of all of the Section Executive positions, as well as the names/contact information for all current members of the Section Executive and Campus Representatives should be found on this website.

V. Student Section Listserv

All current/active members of the Section for Students automatically become part of the Section Listserv, which is managed by the Website/Listsers Manager.

Students are able to unsubscribe from the Section listserv at any time if they so choose; in doing so they forfeit their right to timely receipt of information about Section business, as the listserv is the Section's primary means of communication. If a student unsubscribes, they are welcome to rejoin the listserv at any time, given that they meet the listserv member requirements.

The listserv serves as a means of communicating electronically with all student listserv members of CPA. All members of the listserv are able to post emails, provided their content is relevant and appropriate. If attachments are included, the content of the attached document must also be

approved by the Section for Students. CPA issues a set of Listserv Guidelines which are posted on the CPA website and must be adhered to by all members.

In addition, the student listserv is typically moderated by the Website/Listserv Manager, which means that all messages are first reviewed for approval of content before being sent out to all students. When content is questionable, the Website/Listserv Manager will confer with the Section Chair as to whether the message should be posted. The Website/Listserv manager also typically manages a Campus Representative listserv which includes all current undergraduate and graduate Student Representatives. This listserv is primarily used by the Campus Representative Coordinator to communicate with representatives, but can also be used by the representatives to communicate with each other.

VI. Student Section Budget

Every year, the Student Section is provided with a pre-specified amount of money from CPA in order to cover Student Section expenses (e.g., conference calls, convention materials, convention student social event). It is the responsibility of the Student Section Secretary/Treasurer to keep accurate and up-to-date records of all Section expenses throughout the year, including original receipts. Once a new Section Executive switches over (i.e., at the annual CPA convention in June), it is helpful for the current Secretary/Treasurer to prepare a proposed budget, outlining the expected costs for the upcoming year and the estimated costs for these expenses. At the end of the year, the Secretary/Treasurer typically calculates the difference between the proposed expenses and actual expenses, to determine whether there is a surplus or deficit. All surpluses should be carried forward to the next year. The Secretary/Treasurer should be in close contact with the Student Section Chair, as well as the CPA Finance Coordinator, to ensure that the budget is being properly managed. When a new Secretary/Treasurer joins the Section Executive, it is the responsibility of the outgoing Secretary/Treasurer to ensure that he/she trains the new Secretary/Treasurer about how to document expenses, and also to pass along any relevant information/documents/files pertaining to Student Section finances.

If the Student Section feels that the current budget allotted is not sufficient to cover expenses (e.g., due to increased costs or increased student membership), a formal request for a budget increase can be made by the Section Chair to the CPA Finance Coordinator. In this case, a detailed account outlining the reasons for the increase request is usually required.

VII. Official Languages

The official languages of CPA, as well as the Student Section, are English and French. As per CPA Bylaws (p. 23), the Student Section also maintains that: “should there be any difference between the English and French text of any bylaw, that version shall prevail that is most consistent with the intention of the bylaw, and the ordinary rules of legal interpretation shall apply in determining such intention”.

VIII. Bylaw Updates and Inquiries

It is the responsibility of the Student Section Chair to review the Student Section bylaws on a yearly basis (typically at the end of his/her role as chair, before transitioning to Past-Chair) to ensure that they are up-to-date, and to make any necessary revisions. It is recommended that any revision to the Bylaws be proposed to the Student Executive, and sent out to the CPA Board of Directors for review/approval.