

**Canadian Psychological Association**

**Section for Students in Psychology By-Laws**

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## **I. Student Membership**

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

### **1. Student Affiliates**

Student affiliates shall be enrolled in full-time or part-time attendance at a recognized university in Canada or the United States and be engaged in the study of psychology or a related field. Upon graduation, student affiliates who want to continue their membership with CPA must reapply in their new membership category.

### **2. International Student Affiliates**

International student affiliates shall be enrolled in full-time or part-time attendance at a recognized university outside Canada and the United States and are engaged in the study of psychology or a related field.

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 as part of the student affiliation fee. Members wishing to remove themselves from the Section for Students should contact the current CPA Membership Assistant.

## **II. Section Executive**

### **1. Elections – Eligibility**

All current affiliates of the Section for Students are eligible to vote in the annual Section for Student elections. To be eligible to apply to stand as a candidate for any position on the Section Executive, the applicant must (a) be a current member of the Section for Students, and (b) must remain a Student Affiliate of CPA for the full term of the position (see below), and therefore is only eligible if he or she intends to remain a student in a psychology program at a Canadian university.

The applicant must either (a) be continuing in a program that will cover the duration of the elected term, or (b) have applied for or been accepted into a psychology program at a Canadian university for that will cover the full duration of the position's term. If the applicant has applied for enrolment of a psychology program at a Canadian university for the next year, but has not yet been notified of his or her status, he or she shall still be eligible to apply as a candidate. However, the candidate will be ineligible to hold the position if they are not accepted into a position that covers the duration of the elected term. In this event occurs after the election, the position will be offered to candidate with the second most votes, or appointed by the executive if the position was uncontested.

There is one exception to this rule. Applicants may hold the position of undergraduate student affairs officer if their applications to Canadian graduate schools are unsuccessful. The rationale

for this exception is that undergraduate students in their “between program” year by way of unsuccessful application are likely looking for ways to gain experience and strengthen credentials, and are still active participants in the study of psychology in Canada.

There is no limit to how many candidates may run for a given position. All members of the Section for Students, including candidates for Executive positions, are entitled to one vote per contested position.

## **2. Elections – Timeline**

The following activities are observed for elections:

**Call for applications:** To be sent by the end of October (no less than 30 days before the application deadline). The call for applications includes (a) the list of positions open for application; (b) the link to the Section website with position descriptions; (c) the contact information for the Section Chair; (d) the application instructions, and; (e) the application deadline.

Applicants are to send their applications to the Administration and Finance Officer and the Communications Officer. Applications include: (a) Statement of Intent that indicates what position the applicant is applying for and what the applicant will do in that position if they are elected (250-300 words) and (b) CV including at least two academic references (4 page maximum). The Statement of Intent will be posted on the CPA website. All materials may be submitted in either English or French.

**Reminder:** The Chair is to send a reminder for applications to the membership approximately two weeks prior to the application deadline.

**Application deadline:** To be set for the end of November (no less than 30 days after the call for applications).

**Evaluation of applicants:** The Chair will review the application materials to verify that submissions are complete, and that the applicant meets the eligibility criteria (outlined above). Executive members who are running for a position on the next Executive are to excuse themselves from this process.

**Call to vote:** To be sent at most 14 working days after the application deadline. The voting period lasts 30 days. The call to vote includes: (a) definitions/outlines of each position by providing a link to the CPA Section for Students website with this information, (b) brief 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, and (d) a clear deadline for the end of the voting period. All materials must be provided in both English and French.

For all of the Executive positions, if only one candidate applies for the position, that candidate will win by default. If there are no applicants or the position becomes vacant, the Executive reserves the right to select someone who will remain in the position until the next election. The Executive may offer the vacant positions to unsuccessful applicants who ran for other positions. Appointed executives may run in the next election and be in the position for the full term.

**Announcement of results:** Voting results are to be verified by the Chair, Past-Chair, Administration and Finance Officer, and Communications Officer unless the person in one of these executive positions is running for another position. In this case, the person must excuse themselves from this process. The Chair is responsible for informing all Student Members of the results via the student listserv, webpage, and/or Psynopsis, and/or Mind Pad within one week of final results determined.

The executive may use a variety of outlets (e.g., Psynopsis, Mind Pad, and the website) to promote student voting.

### **3. Elections – Voting procedure**

Voting occurs using an online platform. All section members are sent a unique link to their registered email address, allowing them to submit only one voting form. The online voting system must be set so that a member's unique link is no longer active after the member's vote has been submitted, and must be set so that each member's selection is not shown (but their voted/not voted status may remain shown). The Chair, Past-Chair, Administration and Finance Officer, and the Communications Officer are to have access to the voting system administration.

### **4. Elections – Ties**

In the rare case of a tie for any contested position, a second vote should be instituted within 15 working days of results and the new vote will be between the tied candidates only. All student members are again eligible to vote this second time. As with the first vote, students may only have one vote.

### **5. Positions**

The Section Executive consists of eight positions:

- (a) Chair;
- (b) Chair-Elect;
- (c) Past-Chair;
- (d) Administration and Finance Officer;
- (e) Graduate Student Affairs Officer;
- (f) Undergraduate Student Affairs Officer;
- (g) Communications Officer;
- (h) Francophone Affairs Officer

These positions are defined as:

#### **(a) Chair**

- Responsible for general and specific organization of Section goals and activities
- Regularly communicates with Section Executive and CPA Head Office
- Works to advance Section mission of increasing the voice of psychology students in Canadian universities

- Coordinates Section program at annual convention, including organizing the review of section submissions, coordinating planning of section presentations, attaining an invited speaker, and managing the business meeting
- Writes articles for Psynopsis/Mind Pad as necessary or appropriate
- **Expected to attend the annual convention**

**(b) Chair-Elect**

- Assists in decision-making and organization of Section activities
- Participates in convention preparation
- Works with Chair over the course of the year
- Manages student submissions to Psynopsis with an aim at having student submissions in each issue; includes calls for submissions
- Every third year, the Chair-Elect will sit concurrently as the Student Member on the CPA Board of Directors and will continue to hold the position during their time in the Chair and Past-Chair positions
- **Expected to attend the annual convention**

**(c) Past-Chair**

- Helps transition Chair into his/her new role
- Available for consultation and feedback
- Help facilitate transitions in working relationships between Chair and CPA representatives
- Appoints Editor-in-Chief of Mind Pad; may appoint him or herself

**(d) Administration and Finance Officer**

- Maintains Section budget, including coordinating reimbursements and ongoing communication with the CPA Finance Coordinator
- Reviews budget to determine if there are budgetary shortfalls for Section activities
- Responsible for keeping track of all incoming and outgoing monetary transactions
- Prepares minutes of all Executive meetings; circulates minutes to Executive for review before deeming them final
- Maintains all internal Section documents, including Executive contact list and historical records (e.g., agendas, minutes, reports, by-laws)
- Schedules meetings of the Executive as directed by the Chair
- Works with Chair to ensure that the Section meets all necessary deadlines
- Assisting Graduate Student Affairs Officer and Undergraduate Student Affairs Officer with Student Representative program, as needed

**(e) Graduate Student Affairs Officer**

- Along with the Undergraduate Student Affairs Officer, maintains the Student Representative program
- Responsible for management of graduate Student Representatives and faculty Representatives
- Management of Representatives includes:
  - Recruitment of new Representatives
  - Ongoing communication with current Representatives
  - Ensuring that current Representatives are active

- o Handling inquiries from graduate students or faculty interested in become a representative
- o Distribute and collect bi-annual representative reports from Representatives (sent out in October and April each year)
- o Review concerns/issues/suggestions mentioned in bi-annual reports and addressing them in a timely manner, including contacting Student Representatives that have asked to be responded to individually
- o Along with the Undergraduate Student Affairs Officer, tabulates responses and circulates common questions/concerns among Representatives, and ensures that questions/concerns are discussed by the Section Executive as appropriate
- o Assists Representatives with ideas of how to increase exposure of CPA at their home institutions
- o Collaborates with Communications Officer to ensure that the Representative list on the website is up-to-date
- o May seek assistance of the Administration and Finance Officer for any of the above duties

**(f) Undergraduate Student Affairs Officer**

- Along with the Graduate Student Affairs Officer, maintains the Student Representative program
- Responsible for management of undergraduate Student Representatives
- Management of Representatives includes:
  - o Recruitment of new Representatives
  - o Ongoing communication with current Representatives
  - o Ensuring that current Representatives are active
  - o Handling inquiries from graduate students or faculty interested in become a representative
  - o Distribute and collect bi-annual representative reports from Representatives (sent out in October and April each year)
  - o Review concerns/issues/suggestions mentioned in bi-annual reports and addressing them in a timely manner, including contacting Student Representatives that have asked to be responded to individually
  - o Along with the Graduate Student Affairs Officer, tabulates responses and circulates common questions/concerns among Representatives, and ensures that questions/concerns are discussed by the Section Executive as appropriate
  - o Assists Representatives with ideas of how to increase exposure of CPA at their home institutions
  - o Collaborates with Communications Officer to ensure that the Representative list on the website is up-to-date
  - o May seek assistance of the Administration and Finance Officer for any of the above duties
  - o Should ideally be a first or second year graduate student or senior undergraduate student in order to be in touch with undergraduate student needs and current issues

**(g) Communications Officer**

- Main contact point for students in, or interested in, psychology
- Coordinates and sends Section News to Section members, on at least a bi-monthly basis
- Maintains the annual Convention package

- Proofreads official Section documents and communications
- Coordinates sending materials via the Section listserv
- Maintains the Section website, including all sections of the website
- Maintains any electronic forums hosted by the Section
- Maintains online voting system

**(h) Francophone Affairs Officer**

- Must be fully bilingual (spoken and written) in French and English
- Engages in outreach activities to Francophone students and psychology programs in Canada
- Advises Executive on issues pertaining to the Francophone psychological community, and on issues of sensitivity to Francophone members
- Responsible for prompt and accurate translations (English-French and French-English) of Section materials (e.g., Sections News, listserv postings, website pages, voting applicant profiles)
- Representative on the Executive on behalf of all francophone communities across Canada

The full description of these positions can be accessed online at:

<http://www.cpa.ca/students/about/executiveduties/>

**6. 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 as the student representative on the CPA Board of Directors for a three-year term. In the event that the student representative on the CPA Board of Directors resigns prior to their term expiration, the chair-elect at that time will assume the position and initiate a new 3 year term. In the event that the student representative resigns during their first year while holding the position of chair-elect, the Chair will assume the role until the end of the initial term.

All other Executive positions are 2-year positions with the option to re-apply once for a maximum of a 4-year term. One exception is if the applicant applies for the chair-elect position, they will be permitted to a 5-year maximum. Candidates wishing to re-apply 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 executive, unless they formally win an election again. The term for all Executive positions runs from June to June, corresponding with the annual convention.

**7. 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. If deemed necessary a call of applications may be made to the membership. In addition, if any Section Executive members fail to adequately fulfill their position duties as outlined in these bylaws, the current Chair will issue them one formal and written warning that clearly outlines the unfulfilled duties and changes that need to be made in order to for the member to maintain his or her position. The potential of termination must be noted in the formal

warning. The remainder of the Executive must be made aware of the warning. 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 with a two-thirds majority from the Executive.

If two-thirds of the Executive feel that the Chair is not adequately fulfilling his/her duties, the Past-Chair should address the Chair with a written summary outlining the Executive's concerns. If the Chair has not adequately responded to these concerns within a month, the Executive members may vote by two-thirds majority that the Chair's position be terminated. In such a case, the Chair-Elect will act as chair for the remainder of the term, and should notify the Chair of the CPA Board of Director's Committee for Sections.

## **8. Voting Procedures for Executive Motions**

In various cases, members of the Section for Students 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. A motion is carried in favour by simple majority. The Chair does not vote on motions, except in the case of a tie, in which case he/she casts the tie breaking vote.

## **9. Representativeness of the CPA Section for Students**

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

### **III. Campus Representative Program**

#### **a) Campus Representatives**

The first suitable candidate to contact our campus representative coordinators about a representative position and fulfill the requirements will be awarded the position. Undergraduate students wishing to fill a vacant undergraduate representative spot must contact the Undergraduate Student Affairs Officer, whereas graduate students wishing to fill a graduate representative spot should contact the Graduate Student Affairs Officer. 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. CPA representatives from non-Canadian institutions are permitted. If a student is not majoring in Psychology, he/she must inform the Campus Representative Coordinator of the degree he/she is pursuing, and request permission to act as a CPA student representative. It is intended that every psychology department at every Canadian University and College is represented by one student representative at the undergraduate level and one student representative at the graduate student level (for institutions with graduate programs). The Section for Students reserves the right to ask student or faculty representatives to resign from their positions, or to terminate 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 October and April) outlining what activities/duties they have completed in their role as campus representative. These forms are distributed and collected by



the campus representatives by their corresponding campus representative coordinator. Current campus representatives are also entitled to a discounted CPA membership rate, and should direct any inquires to their 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 and promotion officer between CPA student affiliates at their institution and the Section for Students Executive and CPA;
- 2) Completing bi-annual representative report forms;
- 3) Assisting in finding a replacement for their position when they end their term.

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

<http://www.cpa.ca/students/studentrepresentatives/guidelines/>

### **c) Responsibilities of Faculty Representatives**

The responsibilities of Faculty Representatives 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 Graduate Student Affairs Officer for further consideration.

## **IV. Section for Students Website**

The Section for Students website should be updated regularly by the Communications Officer to reflect any recent updates or information pertaining to the Section for Students. 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. Section for Students Communications**

All current/active members of the Section for Students automatically receive section e-mails through the section management system.

Students are able to unsubscribe from the Section for Students at any time if they so choose; in doing so they forfeit their right to timely receipt of information related to students, as the student executive is the primary catalyst of student related news. If a student unsubscribes, they are welcome to rejoin the section at any time, given that they meet the member requirements.

Electronic e-mail distributed through the section management system is the primary means for communication with our section members. All communications from the Section are to be

included in English and French. In order for the Section to agree to distribute materials on others' behalf, both English and French versions must be submitted. An exception to this is in the event that the posting is only relevant to speakers of one of the official languages (e.g., an offer to participate in a study that is only intended for speakers of one of the official languages), in which case, a note should be included in both languages that the following posted message is only being provided in one language. It is the Chair's responsibility to oversee electronic communications via the section management system.

## **VI. Section for Students Budget**

Every year, the Section for Students is provided with pre-specified funds from CPA in order to cover Section for Students expenses (e.g., conference calls, convention materials, convention student social event). It is the responsibility of the Section for Students' Finance and Administration Officer to keep accurate and up-to-date records of all Section expenses throughout the year, including original receipts.

At the end of the year, the Finance and Administration Officer 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 Finance and Administration Officer should be in close contact with the Section for Students Chair, as well as the CPA Finance Coordinator, to ensure that the budget is being properly managed. When a new Finance and Administration Officer joins the Section Executive, it is the responsibility of the outgoing Finance and Administration Officer to ensure that he/she trains the new Finance and Administration Officer about how to document expenses, and also to pass along any relevant information/documents/files pertaining to Section for Students finances.

If the Section for Students 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 Section for Students, are English and French. As per CPA Bylaws (p. 23), the Section for Students 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".

It is a responsibility of the executive to ensure that all national communications are distributed in both official languages when possible. Translation duties will be the primary responsibility of the Francophone Affairs Officer. As a general rule of thumb, the officer should be given advance notice of at least 7 days for translation requests.

The one exception is MindPad, where academic articles will be published in the language that the articles are submitted in, whereby English submissions will be published in English and French submissions will be published in French.

### **VIII. Bylaw Updates and Inquiries**

It is the responsibility of the Section for Students Chair to review the Section for Students 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.

The Chair should solicit feedback on any by-law changes from the Executive. Revisions to the by-laws must be approved by a simple majority of the Executive. Revised by-laws must then be sent to the Chair of the CPA Board of Directors Committee on Sections to obtain Board approval.