

Article I: NAME

1. This organization shall be known as the Psychology Society of Carleton University, hereinafter referred to as “Society”

Article II: OBJECT

1. The object of the Society is to:
 - a. Provide a positive and safe environment for Carleton University (“CARLETON UNIVERSITY”) undergraduate students
 - b. Provide professional, academic, and social information and opportunities for individuals pursuing an education, career, or interest in the field of psychology; and
 - c. Provide members of the Society with peer support and information regarding the psychology program at Carleton University.

Article III: STRUCTURE

1. The General Membership shall be the legislative body of the organization and shall be composed of all members. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV: MEMBERS

1. Membership in the Society shall be open to all Carleton University students as defined by the CARLETON UNIVERSITY Academic Calendar.
2. There shall be three (3) classes of membership in the Society, namely:
 - a. Ordinary Members
 - b. Volunteer Members
 - c. Executive Members (Executive Officers)(Together referred to as “Members”)
3. Ordinary Members shall be those persons, who have paid the requisite membership fee established from time to time by the Executive Officers.
4. Volunteer Members shall be those individuals who choose to use their time for the betterment of the Society.
5. Ordinary and Volunteer Members reserve the right to form committees with the majority approval of Executive Members, whereupon they become Committee Members.
6. The Executive Members are elected Officers as stated below (Article V)
7. Membership for Ordinary and Volunteer Members shall commence once the membership is paid (if applicable for that year) and terminate on the thirty first day of August in a given year. Membership for Executive Members shall commence on the date of appointment and shall terminate upon either the Member’s resignation or the revoking of Executive status

through either a majority vote of the Executive Members or impeachment as initiated by the Ordinary and Volunteer Members.

Section 1.0 MEMBERSHIP DATABASE

8. A membership registry shall be maintained by the VP Internal in which shall be entered the names of all Members of the Society.

Section 2.0 MEMBERSHIP FEES

9. The Executive Officers of the Society may prescribe from time to time an annual membership fee which shall be payable by all Ordinary Members of the Society.
10. Upon payment of the requisite membership fee, Ordinary Members shall receive a receipt for payment and shall enjoy all the rights and privileges of a qualified Member of the Society.

Section 3.0 COMMITTEES

11. The Executive Members of the Society may appoint from time to time committees of the Society. Where a committee is appointed, the Executive Officers shall determine the composition of the committee.
12. The Society shall create and maintain the following standing committees:
 - a. The Executive Committee shall consist of the President; VP Finance; Vice President Internal; VP Research; VP Member Relations; VP Communications; VP Events; and shall:
 - i. Be responsible for establishing the direction and goals of the Society.
 - b. The Policy Committee shall consist of the President who shall act as the chairperson and no fewer than three (3) Ordinary Members appointed by the Executive and shall:
 - i. Hear and provide written recommendations to the Executive Officers regarding any general matter of policy of the Society and changes thereto; and
 - ii. Receive appeals and complaints regarding actions of the Society, any of its members, or decisions of the executive.
 - c. The Appeals Committee shall consist of VP and four non-executive members appointed by the executive and shall:
 - i. Be responsible for handling any form of appeals in regard to the Society and all that it entails.
 - d. A Provisional Committee shall consist of no fewer than three (3) Ordinary Members, and no Executive Members. Provisional Committees shall:
 - i. Only be appointed for the purpose of planning additional events or providing services that the society deems beneficial to its membership base, appropriate, and relevant.

Article V: OFFICERS / EXECUTIVE MEMBERS

1. In each year, the Members shall elect, in accordance with this Constitution, the following Executive Officers:
 - a. President
 - b. Vice President
 - c. Director of Finance
 - d. Co-Directors of Events (2)
 - e. Director of Communication
 - f. Director of Research, and
 - g. Director of Member Relations
2. And also, the Department of Psychology at Carleton University shall appoint the following position:
 - h. Faculty Advisor
3. Where any Executive Member does not take office, resigns, or is dismissed, the remaining Executive Officers shall appoint by two-thirds majority vote a Member in good standing to fill such a vacancy.
4. At least 50% of the Group's Executive Members shall be Members of the CARLETON UNIVERSITY Student Association (CUSA).

Section 1.0 PRESIDENT

5. The President shall:
 - a. Provide mediation and ensure cooperation within the Society, towards the ends of advancing and promoting the objectives of the Society
 - b. Be the official spokesperson for the Society
 - c. Supervise and coordinate the activities of the Vice President, Director of Finance; Director of Research; Director of Member Relations; Director of Communications; Co-Directors of Events.
 - d. Co-sign, along with the Vice President, the minutes of each meeting
 - e. Fulfill and perform those duties as may be required to achieve the objectives of the Society.

Section 2.0 VICE PRESIDENT

7. The Vice President shall:
 - a. Report to the President
 - b. Record the minutes of meetings of both the Executive Members, and annual meetings
 - c. Maintain this Constitution
 - d. Conduct such research as deemed necessary to fulfill the goals of the Society
 - e. Fulfill the President's duties in absence, dismissal, or resignation until the position has been filled.

Section 3.0 DIRECTOR OF FINANCE

6. The Director of Finance shall:
 - a. Report to the President
 - b. Present the books and accounts of the Society to any Member within three (3) days of a request to view the books and accounts of the Society
 - c. Be responsible for the enforcement of all financial policies of the Society; and
 - d. Act as a liaison between the Society and the Student Union in all communications and agreements relating to funding.

Section 4.0 DIRECTOR OF RESEARCH

8. The Director of Research shall:
 - a. Report to the President
 - b. Research job opportunities and volunteer opportunities
 - c. Research grad school information
 - d. Research general course information
 - e. Conducts any other research deemed necessary to fulfill goals of the society
 - f. Publish newsletters making Society research accessible

Section 5.0 DIRECTOR OF COMMUNICATIONS

9. The Director of Communications shall:
 - a. Report to the President
 - b. Be responsible for recruitment initiatives
 - c. Engage in the promotion of the events, and activities of the Society
 - d. Maintain and update the social media accounts belonging to the Society
 - e. Design and maintain website (including other multimedia designs such as logo, promotional materials, and t-shirts) as needed

Section 6.0 CO-DIRECTORS OF EVENTS

10. The Co-Directors of Events shall:
 - a. Report to the President
 - b. Generate ideas for events and activities to bring forth to the Executive Committee for approval
 - c. Organize, plan, and execute approved events and activities of the Society
 - d. Contact potential sponsors; and
 - e. Submit preliminary and final budgets for Society events to the Executive Committee for

approval.

Section 7.0 DIRECTOR OF MEMBER RELATIONS

11. The Director of Member Relations shall:
 - a. Report to the President
 - b. Organize and facilitate volunteer opportunities within the Society
 - c. Coordinate volunteers in relation to events and promotion
 - d. Keep membership records
 - e. Publish newsletters promoting volunteer opportunities

Section 8.0 FACULTY ADVISOR

12. The Faculty Advisor appointed by the Department of Psychology shall:
 - a. Oversee all functions within the Society, to ensure the integrity of the society, the department and the field is held at its highest standard; and
 - b. Act as a liaison between the Department of Psychology at Carleton University, and the Society.

Article VI: MEETINGS

1. The Society shall hold an annual meeting of its Members not more than twelve (12) months after the holding of the most recent annual meeting. The annual meeting shall be held in such a place and time as resolved by the Executive Officers. At the annual meeting there shall be presented to the Members a report from the Executive Officers on the affairs of the Society since the previous annual meeting, a review of the Society's budget, and reports relating to the affairs of the Society as the Executive Officers may determine.
2. Executive Meetings are to be held as necessary, called by the President

ARTICLE VII: ELECTIONS

1. The annual election of the Executive Officers shall take place no fewer than two (2) weeks after the close of nominations and shall be held prior to mid Winter Term break as defined by the CARLETON UNIVERSITY Academic Calendar. Elections will be run by two (2) executive officers who are not seeking re-election.
2. Each Executive Officer elected in accordance with this Constitution shall assume office on the first day of May in the year of his or her election and shall continue to hold office until the earliest of
 - a. The thirtieth day of April
 - b. Such time as he or she resigns, is dismissed, or ceases to be a Member of the Society

Section 1.0 BALLOTS & VOTING

3. All Members, including Executive Officers, shall have one vote.
4. Where only one candidate is nominated for a position, the ballot for that position shall be in the form of a “yes” or “no” vote
5. All Members have the right to abstain from voting. If a Member does not attend the voting session and has not partaken in early voting, they have forfeited their vote. It is not the responsibility of the society to ensure that all Members have voted, but to ensure that all Members who wish to vote will have their votes counted
6. Voting can be done online through a form but must include Member’s name, email, and CARLETON UNIVERSITY student number to verify membership

Article VIII: REVOKING MEMBERSHIPS AND IMPEACHMENT OF EXECUTIVES

1. Where at least 1/2 of the Executive Members vote to revoke the membership of a person, the membership of that person shall be revoked.
2. Ordinary Members and Volunteer Members (henceforth referred together as Non-Elected Members) as a collective may revoke the membership of Executive Members in the event that an Executive Member(s) is failing to fulfill their responsibilities to the society, or is thought to be abusing their Executive position. In the event Non-Elected Members initiate an impeachment, Executive Members may not revoke the membership of a Non-Elected Member during the impeachment process, nor may Executive Members vote on the matter.
3. To impeach Executive Member(s) the Non-Elected membership base must:
 - a. Contain at least as many members of the Executive membership base.
 - b. Obtain the signatures of $\frac{1}{4}$ of the Non-Elected membership base to initiate the impeachment process and present a copy of the signatures to either the President, the Vice President, or the entirety of the Executive membership.
 - c. Hold a vote where 50%+1 of the Non-Elected Members attending vote in favour of impeachment and where at least 2/3 of the Non-Elected Members of the Society are in attendance.
4. An impeachment vote must:
 - a. Have the Executive Member(s) being impeached present
 - b. Take place within two weeks of the impeachment initiating signatures being presented to either the President, the VP Internal, or the entirety of the Executive membership of the society.
5. In the event that an Executive Member is successfully impeached the Society must:
 - a. Allow the impeached executive to remain with the society as an Ordinary Member unless the Executive Members vote to revoke their membership.

- b. Hold an emergency vote to fill new vacancies among the Executive Members within 2 weeks of the impeachment vote. Said vote is to follow the voting procedures as outlined in the Ballots and Voting sections of this constitution, and the nominations process will be expedited, taking place immediately prior to the voting.
- c. Ensure the responsibilities of the impeached Executive Member(s) are fulfilled by the remaining Executive Members until vacant Executive Member positions are filled through an emergency vote.

Article IX: FISCAL YEAR

- 1. The fiscal year of the Society shall begin on the first day of May in each year and shall terminate on the last day of April in the following year.

Article X: AMENDMENT

- 1. Notice of Motion indicating the intention of any proposed change to this Constitution is required two weeks in advance of a meeting at which any proposed change is to be discussed. Such notice shall be posted in conspicuous location where it is expected that a majority of Members may take notice of the proposed changes.
- 2. Amendments shall be accepted only after at least 2/3 of the Members of the Society voting at a meeting where 50%+1 of the Members are present.
- 3. The constitution and any further amendments made following the enactment of this constitution must require the signature by at least two signing authorities within the Executive Committee.