



UNIVERSITY OF REGINA PSYCHOLOGY STUDENTS' ASSOCIATION

Constitution

Last modified March 5th, 2022

By-Laws

PREAMBLE

1. The Psychology Students' Association (PSA) is a student affiliated with the Department of Psychology at the University of Regina. It is bound by the URSU Constitution and the requirements of Campus Societies put forth in URSU's policies [found here](#).
2. The PSA is the organization responsible for academic and social programming for the students of the Psychology Department. The PSA is charged with providing a sense of community and inclusivity, providing information for students in matters concerning the Department, and working to demonstrate the three main values named in the PSA's mission: **growth, opportunity, and support**.
3. The official designation of the organization shall be: "The Psychology Students' Association (PSA)", which represents all students enrolled in any psychology program.

4. A Psychology Student is defined as a student enrolled at the University of Regina who meets one of the following criteria:
 - 4.1. Has declared a major in psychology
 - 4.2. Has declared a minor in psychology
 - 4.3. Is currently enrolled in a minimum of 3 credit hours of a psychology class.

I. General Overview

The PSA comprises three governing bodies. They are:

1. The Executives, consisting of 6 elected members: 1 President, 1 Vice President, 1 Finance Officer, 1 Administrator, 1 Communications Director, 1 Outreach Director
2. The General Board, consisting of 8 elected members: 1 Academic Coordinator, 2 Outreach Coordinators, 2 Communications Coordinators, 2 Junior Representatives, 1 Peer Coordinator
3. The General Membership, consisting of all general PSA members and open to psychology students at the University of Regina. Publicly held meetings that include reports by all Executives that may be attended by and geared toward the public must be held at least once per semester for the general members to access. Additional meetings may take place at any other time.

The PSA Executives and the General Board form the overall entity of “The Board” and represent all elected officers. The board’s elected officers hold positions from May 1st until April 30th the following year, unless elected during the by-election. The duration of the position is not an obligation to perform duties during that yearly time frame -- projects and when they are worked on are to be decided by each board.

II. Executive, Board, and General Members

I. Elections and Membership

- A. The Executive Committee is composed of 1 President and 11 other board members (as mentioned in the general overview).
- B. The Executive Committee elections will take place before winter term ends (Before April) to name the board for the next academic year. If this is not possible, elections must take place within the first 45 days of fall term.
- C. In order to be a candidate in the election to be a member of the Board (not including President and Vice-President) the following criteria must be met:
 1. The candidate must be a psychology student attending the University of Regina.
 2. The candidate must be enrolled in at least three credit hours in psychology, or they must have declared a psychology program of study for the year in which they are joining the election.

- D. To run for the position of President and Vice-President, the candidate must meet the above criteria in Section C as well as:
 - a) Be nominated by another member of the PSA (either a current member of the Executive, a current General Board member, or a current general member)
 - b) The candidate must have previously been elected to and held a position on the PSA Board for a minimum of one academic term (September-March). If no qualified candidate is available, the PSA board may allow for co-chairs, open the application to those who are senior students, or allow for other criteria agreed upon by the board.
- E. To run for the position of Peer Coordinator, some familiarity with either the PSA P2P program or mentoring in general is required and should be demonstrated.
- F. To run for the position of Junior Rep, the representative must have 60 credit hours or less at time of election.
- G. The election must be announced publicly. This announcement must take place in a widely accessible place, such as through posters on campus, via website, social media, email, message from the department, newsletter, or post on a campus clubs platform.
 - 1. The elections consist of: potential candidates submit their applications and nomination forms (if needed). One week of campaigning (in a manner the board chooses for the election period, such as profiles posted on the PSA website), followed by 48 hours for the voting process.
 - 2. An election package accompanying the public announcement will list the positions available, expectations of the positions, and time commitments.
 - 3. Nominations for positions (if needed) are submitted to the Executive Administrator for verification.
- H. Voting will take place through a private ballot using Qualtrics or some other similar survey. A team of 3 exiting PSA members selected by the Executive will verify the submitted votes by checking to see if the name of the student voting is a listed member of the PSA (listed through URSU'S Universe).
 - 1. This team will also be responsible for making sure the election process is fair to all potential candidates. This includes: counting of each single vote once, preventing or addressing any slander or defamation, and treating all candidates equally.
 - 2. If a candidate participates in any form of discrimination, slander, and/or defamation, they will be immediately disqualified from the election and their name removed from all voting ballots.
- I. All potential candidates will have an opportunity to address the membership about their qualifications for their positions in a manner decided by the current PSA board.
- J. All executive positions have a two term limit for each individual position.

- K. The 3 exiting members in charge of the election and any current board members may attend the counting of votes. The current board may exercise discretion where agreed upon and appropriate to create the best possible board while still honouring the votes cast (ie: co-director opportunities).

II. Empty Board Positions

- A. If any board positions are empty, the board may choose to hold a by-election at their discretion. It must be a formalized process, announced in the same manner as the normal election as to allow for equal opportunity.

III. Positions and Duties

A. Executive Positions

1. President - Big-picture, Principled, Serves the Organization.

- a) Leader of the organization. Long-term vision **required**. Ensures the board is serving the values and mission of the PSA. This position can require up to 10 - 20 hours a week depending on the time of year and the projects in process.
- b) Bank account signing authority. Attends departmental meetings. Chairs meetings.
- c) Creates documentation, works on building skills with members and students, and updates organizational processes in collaboration with other board members.
- d) Works to secure training, support, and resources for the board and the general members of the PSA.
- e) Spearheads development of programming and supports for students with the guidance of other members. Collaborates around campus with other organizations or groups to bring offerings to students.
- f) Must be very comfortable with solving internal problems, and excel at attempting to tackle bigger picture issues within the scope of the PSA's values.
- g) Requires high personal standards, leading by example, and excellent communication skills.

2. Vice President - Community-minded, Approachable, Action-oriented

- a) Advocate and touchpoint for students. The ability to relate and understand where someone is coming from is key. This position can require up to 5 - 10 hours a week, depending on the time of year and the projects in process.
- b) Primarily focuses on outreach. Should be connected with students at the University so as to discover what the needs and focus of the programming of the PSA may be.
 - (1) Helps guide and oversee the Outreach Coordinators and Outreach Committee plan and structure events for students.
 - (2) Chairs the P2P committee. Makes decisions regarding the Peer-to-Peer Mentoring program and assists the P2P Committee in organizing their program.
- c) Signing authority on the bank account, chairs meetings if the President is not available, and is generally the second in command.
- d) Connected to the students and the community at large in order to bring concerns, ideas, and suggestions to the board and foster relationship building between the PSA and those we serve.
- e) Requires a passionate, thoughtful person with great interpersonal skills and a love for connecting with and supporting others.

3. Chief Financial Officer - Details-oriented, Proactive, Organized

- a) Strategy and resources-focused. Searching out opportunities and an attention to detail are key. This position can require up to 5 hours a week, depending on the time of year and the projects in process.
- b) Bank account signing authority.
- c) In charge of maintaining the budget, reimbursing board members, and presenting the balance sheet when needed.
- d) Researches and applies for grants for funding for the PSA to utilize for training, support, and programming.

- e) Requires a proactive, creative, and detailed person. An interest in research or grant application processes are a bonus!

4. Executive Administrator - Planning, Documentation, Analysis

- a) Organization skills are critical. This position can require up to 10 hours a week, depending on the time of year and the projects in process.
- b) Point of contact for all board members: The person who knows who is doing what, when, where and why.
- c) Maintains schedules of the board to facilitate meetings and so that someone is aware of the board's general commitment level to ensure that everyone's workload is manageable throughout the year.
 - (1) Schedules internal meetings for the board to ensure that times and dates are accessible. Determines dates for public events in conjunction with the board.
 - (2) Sets a schedule of Psych Lounge dates and works with Outreach to find appropriate dates for events.
- d) Monitors the email addresses and flows communications to the appropriate spots in a timely manner.
- e) Requires keen ability to anticipate problems, think long-term, multitask, and keep a group of very busy people moving in the same direction.
- f) PGSA Representative duties - Creating a connection with the PGSA at the University and keeping channels of communication open.

5. Director of Communications - Creative, Responsive, Teamwork-focused

- a) Strong written skills are a must. This position can require 5 - 10 hours a week, depending on the time of year and the projects in process. This role works closely in conjunction with the President and the Executive Administrator to ensure that
- b) communications are appropriate and scheduled adequately.
- c) Focuses on communicating the PSA's mission, values, and programming to the community. Oversees the social media accounts.

- (1) Helps guide and oversee the Communications Coordinators and Communications Committee develop, design, and schedule campaigns and content for the semester.
- (2) Should be looking at our presence and interactions online and in the community with a critical eye for appropriateness, tone, style and with the perception of the public.
- d) Works with the Communications Coordinators and the Communications Committee on website development and maintenance.
- e) Oversees the development of the semester newsletter with the Communications Coordinators and the Communications Committee.
- f) Requires knowledge of social media platforms. Skills in written communications, editing, design, or marketing are a bonus.

6. Director of Outreach - Resourceful, Social, Solutions-focused

- a) Fostering connection within the University is a focus. This position can require 5 - 10 hours a week, depending on the time of year and the projects in process. This role works closely in conjunction with the Vice President and the Executive Administrator to ensure that student needs are being addressed appropriately and events and programming is scheduled adequately.
- b) Focuses on building the community that the PSA represents with the help of the Outreach Coordinators and the Outreach Committee.
 - (1) Helps guide and oversee the Outreach Coordinators and Outreach Committee in planning, promoting, and developing events and programming for students and the campus at large.
 - (2) Should be thinking big-picture to ensure that offerings fit with our values of growth, opportunity, and support and to develop new ways to demonstrate our commitments to these ideas.
- c) Maintains the Psychology Students Lounge which works to support students academically, socially, and in the

community. Should be listening to student issues and be bringing these concerns and ideas to the board.

- d) Should be in contact with and supporting other student societies and groups
- e) Requires an outgoing, social, fun-loving person who is not easily daunted by big ideas. Event planning experience or a love of helping to build an effective team to pull something off is a bonus!

B. Board Positions

1. Academic Coordinator - Supportive, Knowledgeable, Resourceful

- a) Knowledge for students. This position can require 5 hours a week, depending on the time of year and the projects in process. Works with Outreach Coordinators to reach out to psychology classes to communicate with students in junior classes as to what programming, supports, and events will be happening.
- b) Keeps up-to-date information on the psychology programs at the U of R and psychology programs in Canada in general. Reaches out to local high schools to build relationships with future students.
- c) Connects with other faculty societies, clubs, and organizations to build a stronger campus community.
- d) Works with the Outreach Coordinators and Outreach Committee to develop skills-building programming and offer useful training opportunities.
- e) Works to develop and establish relationships with other Psychology Students' Associations and Universities in Canada and beyond!

2. Outreach Coordinator (2) - Connected, Events-Focused, Community-Minded

- a) Connects with students. This position is under 5 hours a week depending on the time of year and the projects in process. These board members work directly with the Vice President, Outreach Coordinators, and the Outreach Committee.
- b) Collaborates to develop, plan, and host PSA events and programming throughout the semester.

- c) Oversees engagement for student programming and support. Monitors the Psych Lounge, participates in peer mentoring, talks to classes about PSA programming or opportunities, and shares things on social media.
- d) Requires a person who loves to talk with others and share the values of the PSA with students!

3. Communications Coordinator (2) - Creative, Flexible, Perpetually Online

- a) Develop social media content. This position is under 5 hours a week depending on the time of year and the projects in process. These board members work directly with the President, Communications Coordinators, and the Communications Committee.
- b) Creates campaigns, content and designs for the PSA social media accounts.
- c) Writes articles and content for the blog and for the newsletter.
- d) Works with the Director of Communications to analyze views, traffic, what is working, and what is not.
- e) Requires a love of trying new ideas, social media literacy, and a knack for making stuff look and sound great!

4. Junior Representative (2) - Passionate, Jack-of-all-Trades, Eager to Learn

- a) Learn everything you could want! This position is between 5 - 10 hours a week, depending on the time of year and the projects in process. The junior positions offer an opportunity for students who want to be involved with the PSA but don't know what they might excel at. This position works with all of the other board positions, learning skills as they go!
- b) Duties can include things from Communications, Outreach, the Peer-to-Peer Mentoring Program, anything! Find what you care about the most and work with a passionate board who wants to help you succeed.
- c) Requires nothing but passion for the PSA values of growth, opportunity, and support. Get a crash course in the entire organization!
- d) Candidates must have 60 credit hours or less at the time of running for the position.

5. Peer Coordinator

- a) Works with the Vice President, Director of Outreach, and Outreach Coordinators to develop and maintain the PSA Peer-to-Peer Mentorship program
- b) Co-ordinates and organizes the execution of the mentoring relationships for each semester the program is active. The person with the long-term vision and plan for each semester.
- c) Duties may include event planning, research, resource finding, mentoring, and fostering connection within the Psychology student cohort.
- d) Collects feedback from participants to improve and evolve the program.

C. General Membership

III. Organization

IV. Meetings

- A. All executive and board-at-large meetings are mandatory for board members. Exceptions will be made for individuals who have legitimate issues, stated before the meeting is to be held. These exceptions must be accepted by the rest of the executive committee. The board reserves the right to address issues of attendance by means of section XI.
- B. Board members may call other meetings with various attendees as needed to accomplish PSA business. Any non one-on-one, non-casual meeting should be managed and scheduled by the Executive Administrator to ensure accessibility to ensure that all members have adequate notice and opportunity to attend.
- C. Public meetings that are open to the general membership and/or public must be held a minimum of once a semester (twice an academic year). These meetings must include reports from each of the Executives and any committee currently in operation.

V. Finances

- A. Executives must not leave any budget deficit for the next year's executive committee. Failure to do so will result in all executives paying down the deficit to obtain a balance of zero. Failure to remove a deficit before the establishment of the new executive team will include public notification.
- B. Funds available in the PSA account are to be considered as belonging to the students. Money spent should honour the PSA mission and values, or be returned to the students.
- C. The PSA Executive committee is responsible for securing funding each academic year from URSU as a faculty society, and other supportive funding

if available. Pursuing and applying for funding from outside organizations should be a focus of the Executive so as to maintain high-quality programming and opportunities for students. See [Obtaining Funding Guidelines](#).

VI. Committees

- A. All members of the PSA may form long or short term committees to accomplish projects. These projects can be events, partnerships, programming or social in nature.
- B. Committees can be proposed or started by any member of the student population but must be at minimum co-chaired by an elected board member. Rationale should be provided as to why the committee is needed, who should be a part of it, discussions of its duration, and what specific work will be undertaken. This is to be presented to the board in writing (electronic or analog) and signed off on.
- C. Basic duties of a committee members include: attending relevant meetings, maintaining communication and engagement with the committee and its work, and adhering to codes of conduct and expectations as a member of the PSA. If a committee member does not fulfill their responsibilities, the Board may choose to relieve them of their position as a committee member.
- D. Advertisement of positions on any committee must be published publicly to constituents for no fewer than 7 days via the same means listed in [Section II](#). Selection of members is at the discretion of the chair(s). If a Committee Member resigns or is relieved from their position, the chair(s) is allowed to recruit another Member through whatever means they choose.

VII. Communication Guidelines and Code of Conduct

- A. Psychology is a discipline that is governed by a code of ethics that has proven to be invaluable in grounding and guiding the PSA in effective, fair and ethical principles. [See the CPA Code of Ethics, Fourth Edition](#).
- B. The PSA or its members cannot be seen as offering mental health advice, commentary, treatment ideas or suggestions that may be taken up and acted upon to students or the general public in either explicit or implicit ways. [See the Communication Guidelines](#) for examples.
- C. The board reserves the right to address flagrant violations of these guidelines by means listed in [Section V](#).

IV. Relationship with the Department of Psychology

VIII. Faculty Relationship and Liaison

- A. The PSA is a student run organization that is a part of the University of Regina Students Union clubs and societies system, and not run, maintained,

or overseen by the Psychology Department. See articles 3.1 and 3.2 in the Policy on Campus Groups document [which can be located here](#).

- B. While the PSA is not maintained or organized by the department, the psychology department faculty liaison (appointed by the department in year terms), department head and faculty are invaluable resources. Guidance, advice, and problems can often be solved by seeking out advice. The faculty liaison should be invited to Executive meetings per the PSA's needs or discretion.

IX. Legacy Planning

- A. The PSA maintains access to several University of Regina and departmental resources. The transfer of these assets must be included in the implementation of a new board.
- B. Uregina.ca Email Address
- C. Uregina.ca Zoom Account
- D. Keys to AdHum Arts Office
- E. Documentation including but not limited to: The constitution, election packages, financial information, website administration information, domain name contro, PSA internal processes, passwords, etc.

V. Consequences

X. Amendments to the Constitution

- A. Amendments can be brought forward by any member to the Executive. Amendments are subject to approval by two thirds majority of the Board.

XI. Removing Board Members

- A. Any PSA member can request an emergency board meeting to address member breaches of duties or conduct. Members should approach an elected member of the Board to facilitate an emergency meeting and relay the relevant information.
- B. A meeting will be held to address the breach of duty/conduct. A decision must be made during this emergency meeting as to a course of action. If the breach is serious enough to necessitate it, a vote of the board can be called to terminate the member in question's position. Two-thirds of the votes must be in favour to pass the motion of a dismissal.