

**UNIVERSITY OF TORONTO**  
**Psychology and Neuroscience Departmental Students' Association**  
**(PNDA) Constitution**  
**2023-24**

**Article I: Name and Location**

**1.1** The official name of the organization shall be "Psychology and Neuroscience Departmental Students' Association."

**1.2** The Psychology and Neuroscience Departmental Students' Association may be referred to by the acronym "PNDA".

**1.3** The mailing address of the PNDA is 1265 Military Trail, c/o Scarborough Campus Students' Union (SCSU), University of Toronto Scarborough (UTSC), Toronto, ON, M1C 1A4, Office: SW 414A.

**Article II: Purpose**

**2.1** The purpose of the PNDA is to advocate on behalf of its members to the Department of Psychology and foster academic excellence and career growth.

**2.2** The PNDA will enhance the academic and social environment of the University of Toronto Scarborough by:

**2.2.1** Providing academic and professional support and creating opportunities to interact with like-minded individuals.

**2.2.2** Advising in Psychology, Mental Health Studies, and Neuroscience students on program selection, course selection, and campus involvement.

**2.2.3** Working with the Department of Psychology to improve courses and student resources.

**2.2.4** Addressing and relaying the concerns of the students to the administration, faculty, and other student organizations as appropriate.

**2.2.5** Establishing interdisciplinary relations with other Departmental Student Associations.

**2.2.6** Serving as a hub for all matters pertaining to the Psychology, Mental Health studies, and Neuroscience programs, thereby connecting members, students, faculty, staff, organizations, institutions, companies, and communities.

**2.3** The PNDA serves as a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.

**2.4** The PNDA operates as an independent entity working within the University of Toronto Scarborough community and is subject to the values and policies of the University.

### **Article III: Membership**

**3.1** All students enrolled in a program administered by the Department of Psychology at the University of Toronto Scarborough are automatically general members of the PNDA.

**3.2** Students enrolled in PSYA01H3 “Introduction to Biological and Cognitive Psychology” or PSYA02H3 “Introduction to Clinical, Developmental, Personality and Social Psychology” may apply to become general members of the PNDA. This application is ongoing, so students may apply at any time.

**3.3** Any student, regardless of program of study, who is enrolled at the University of Toronto may become a “premium” member by paying a membership fee of \$5.

**3.4** Premium membership status is valid for the duration of the entirety of the undergraduate degree (typically 3 years or more).

**3.5** The fee for membership is non-negotiable, and once paid it is non-refundable.

**3.6** Premium members can attend all events and functions held by the PNDA for free or a discounted fee. General and non-members may be charged a nominal fee to attend PNDA events and functions. Other benefits of the premium membership include networking benefits, registration discounts, and other benefits as provided by the executive committee. Benefits are subject to change.

**3.7** General and premium PNDA membership guarantees the following rights:

**3.7.1** The right to participate and vote in elections and general meetings.

**3.7.2** The right to suggest and to discuss ideas.

**3.7.3** The right to engage in PNDA activities and events.

**3.7.4** The right to freedom from discrimination on the basis of race, ethnicity, origin, religion, sex, gender identity, sexual orientation, disability, and socioeconomic status;

**3.7.5** The right to be free from censorship, control, or interference by the University on the basis of the organization’s philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;

**3.8** The PNDA values and respects the information of its members. The PNDA secures its members' information at all times and will not supply names or other personal information to third parties.

**3.9** The PNDA will protect the privacy of member information and must use it exclusively for the delivery of service and not for commercial gain.

**3.10** Members of faculty or administration from the Department of Psychology are eligible to serve as Faculty Advisors within PNDA under the following terms:

**3.10.1** A faculty member may be nominated either through self-nomination or by a member of the PNDA's executive committee.

**3.10.2** Appointment requires a two-thirds majority vote of the executive committee.

**3.10.3** This position is non-exclusive, so multiple advisors can be appointed.

## Article IV: Executives

**4.1** The executive committee comprises of the Presidents, the Vice-President of Operations, the Vice-President of Academics, the Vice-President of Initiatives, the Vice-President of Communications, the Junior Representatives, the Senior Representatives, the Director of Events, the Graphic Designers, the Social Media Manager, and the Secretary. These positions were acquired through elective or hiring procedures. Please refer to "Appendix B" for a diagram.

**4.2** The responsibilities of Senior executive positions are as follows:

### **4.2.1 Presidents**

The Presidents are the official spokespeople of the PNDA and directs the PNDA in a manner consistent with the organization's constitution. Namely, the Presidents:

**4.2.1.1** Oversee executive meetings and general meetings.

**4.2.1.2** Organize executive hiring and elections for the upcoming academic year.

**4.2.1.3** Train the executives.

**4.2.1.4** Ensure that the executive committee adheres to the procedures defined in this constitution.

**4.2.1.5** Serve as an official signing officer of the association.

**4.2.1.6** Act as the official representative of the PNDA.

**4.2.1.7** Work with the executive committee and the PNDA membership to set the agenda for the PNDA, and to ensure that the operations, academic goals, initiatives, and communications of the PNDA are properly supported, resourced, and recognized.

**4.2.1.8** Represent the PNDA ethically, responsibly, and with integrity, and ensure that the other members of the executive committee do so as well.

**4.2.1.9** Meet with the department of psychology's faculty advisor to update them on PNDA activities, and to ensure the successful transfer of information from year-to-year.

#### **4.2.2 Vice-President of Operations**

The Vice-President of Operations serves as the official record-keeper of the PNDA and as supervisor of the Secretary. The Vice-President of Operations:

**4.2.2.1** Maintains and manages all records for the PNDA. These include, but are not limited to, account usernames and passwords and membership lists.

**4.2.2.2** Collects membership fees and attendance fees.

**4.2.2.3** Ensures meeting minutes and other records are backed-up and shared with the department of psychology to ensure continuity of records.

**4.2.2.4** Prepares an annual budget, applies for funding, pitches fundraising opportunities, manages the PNDA's bank account, updates bookkeeping records, prepares invoices, pays bills, prepares cheques for reimbursement, prepares financial reports, and ensures adequate year-end cash flow in consultation with the other executives.

**4.2.2.5** Acts as the official representative of the association if the President is unable to do so.

**4.2.2.6** Serves as President in the event that the office is vacant or if the President is otherwise unable to serve.

**4.2.2.7** Must be constantly informed and updated about the operations of the PNDA, both internal and external. Must thoroughly document the progress of all operations with reports from the other Vice-Presidents and with the help of the Secretary.

#### **4.2.3 Vice-President of Academics**

The Vice-President of Academics coordinates the efforts to connect students, faculty, administrators, and staff within the Psychology Department. They also supervise the Junior and Senior Representatives. The Vice-President of Academics:

**4.2.3.1** Collects feedback from members and relays this feedback to the appropriate party.

**4.2.3.2** Communicates concerns raised by members to the appropriate party and addresses those concerns proactively and constructively.

**4.2.3.3** Fosters an awareness of students' academic rights and acts as a primary mediator if these rights are violated. Serves as the first point of contact for members where academics are concerned.

**4.2.3.4** Acts as an official representative of the organization in business pertaining to the academic activities of the Department of Psychology.

**4.2.3.5** Works closely with the Vice President of Initiatives to plan academic events and activities.

#### **4.2.4 Vice-President of Initiatives**

They supervise the Director of Marketing and the Director of Events. The Vice-President of Initiatives:

**4.2.4.1** Collaborates with the executive committee and the PNDA membership to put together an annual schedule of events, activities, functions, and initiatives.

**4.2.4.2** Ensures that events are fully supported in all capacities (funding, space, scheduling, promotion, permissions, etc.) and that events are carried out with proper university permissions and following all department, UCSU, and UTSC rules and standards.

**4.2.4.3** Works closely with the President and Vice-President of Academics to meet the programming needs and wants of PNDA, with the Vice-President of Operations to ensure adequate funding for events, and with the Vice-President of Communications to ensure adequate promotion for the initiatives.

**4.2.4.4** Continuously builds relationships with partner groups (e.g., Brainwaves, Journal Club, Psi Chi), other student organizations (e.g., BIOSA), and community partners to widen the scope and reach of events, share resources, and build opportunities for PNDA members to network across the university and the broader GTA community.

#### **4.2.5 Vice-President of Communications**

Responsible for coordinating internal and external communications; generating enthusiasm for the PNDA, psychology, mental health studies, and neuroscience; and promoting PNDA and departmental events, activities, information, and deadlines.

Supervises Graphic Designers and Social Media Manager.

**4.2.5.1** Works closely with the Vice-President of Initiatives and the Director of Marketing to promote the PNDA.

**4.2.5.2** Ensures that there is photographic documentation of the PNDA's events.

**4.2.5.3** Builds relationships with faculty, staff, and influencers within the department to increase the scope of PNDA's reach and create additional outlets

for promotion (e.g., through psychology department newsletters, course announcements etc.).

**4.2.5.4** Coordinates PNDA's involvement in the hiring of affiliated leadership roles, such as the hiring of the Director and Coordinator roles of the Brainwaves program. The hiring process for these affiliated roles should be conducted in consultation with the department and in collaboration with those who currently hold these leadership roles.

**4.3** The responsibilities of Junior executive positions are as follows:

**4.3.1 Secretary**

**4.3.1.1.** Organizes and updates the physical and digital archives.

**4.3.1.2.** Takes all meeting minutes and uploads them to the digital archive within 24 hours of the end of every meeting.

**4.3.1.3.** Assists the Vice-President of Operations with all financial activities.

**4.3.1.4.** Schedules the date, time, and location of executive meetings and general meetings through consultation with VP Operations and Presidents.

**4.3.1.5** Reports to the Vice-President of Operations on a weekly basis.

**4.3.2 Junior Representatives** represent first- and second-year students. There are two junior representatives, one representing the Neuroscience program and one representing the Psychology and Mental Health Studies programs. The junior representatives:

**4.3.2.1** Facilitates discussion of and promotes PNDA events to either first years or second years.

**4.3.2.2** Works closely with the VP Academics in event planning and promotion. Supports other executives with facilitating and co-hosting PNDA events when needed.

**4.3.2.3** Plan and host 1 PNDA event per semester along with the other junior and senior representatives (this will be an opportunity for the junior and senior representatives to showcase their leadership and teamwork skills as they plan their own event).

**4.3.2.4** Report to the Vice-President of Academics on a weekly basis.

**4.3.3 Senior Representatives** represent third- and fourth-year students. There are two senior representatives, one representing the Neuroscience program and one representing the Psychology and Mental Health Studies programs. The senior representatives:

**4.3.3.1** Facilitates discussion of and promotes PNDA events to upper year students.

**4.3.3.2** Works closely with the VP Academics in event planning and promotion.

**4.3.3.3** Supports VP Academics & other executives with facilitating and cohosting PNDA events when needed.

**4.3.3.4** Plan and host 1 PNDA event per semester year along with the other junior and senior representatives (this will be an opportunity for the junior and senior representatives to showcase their leadership and teamwork skills as they plan their own event).

**4.3.3.5** Reports to VP Academics on a weekly basis

#### **4.3.4 Director of Events**

**4.3.5.1** Determines the events and initiatives to be planned for the upcoming term with assistance from the Vice-President of Initiatives.

**4.3.5.2** Assists in the planning of all events.

**4.3.5.3** Ensures smooth execution of events and is present at all events.

**4.3.5.4** Works with the Social Media Manager and Vice-President of Communications to ensure that advertisement for events reaches the target audience in a timely manner.

**4.3.5.5** Reports to the Vice-President of Initiatives on a weekly basis with updates.

#### **4.3.5 Social Media Manager**

**4.3.5.1** Ensures that PNDA has a cohesive brand across social media platforms.

**4.3.5.2** Works closely with the VP of Communications and graphic design team to make sure the PNDA brand is seen through the designs and graphics being posted.

**4.3.5.3** Posts and updates the PNDA social media and website when new graphics or events are announced.

**4.3.5.4** Assists in planning events or future social media posts.

**4.3.5.5** Reports to VP Communications on a weekly basis.

#### **4.3.6 Graphic Designer**

**4.3.6.1** Designs and produces graphics to be posted on PNDA social media.

**4.3.6.2** Collaborates with fellow designers and PNDA execs when creating designs to ensure design requirements and technical requirements are met.

**4.3.6.3** Ensures that PNDA has a cohesive brand on social media.

**4.3.6.4** Reports and works closely with the Vice President of Communications with design updates as well as academic updates that may interfere with design responsibilities.

**4.3.6.5** Reports to VP Communications on a weekly basis.

#### **4.3.7 Webmaster**

**4.3.7.1** Maintain and update the website whenever there are updates in PNDA (i.e. new team members, new events, newsletter, etc.).

**4.3.7.2** Regularly check the sites functionality on/off campus.

**4.3.7.3** Ensures that PNDA has a cohesive brand on social media.

**4.3.7.4** Reports to VP Communications on a weekly basis.

#### **4.3.8 Graphic Designers**

**4.3.8.1** In charge of attending and documenting in-person events through photos and videos.

**4.3.8.2** Organizes photo and video files in folders for Communication Team's projects.

**4.3.8.3** Develop recap videos using photos and videos from events.

**4.3.8.4** Reports to VP Communications on a weekly basis.

**4.4** All executive positions are voluntary, non-paid positions. Only student members of the organization may hold executive positions. All executives must also be enrolled in Psychology, Neuroscience, or Mental Health Studies programs. Exceptions are made to Junior Representative role enrolled in their first year of studies without a Program of Study.

**4.4.1** The President and Vice-President roles must be held by students enrolled in a program offered by the Department of Psychology.

**4.4.2** Junior Representatives must be first- or second-year students at the University of Toronto Scarborough enrolled in or having taken PSYA01 and intending to enrol in either Psychology, Neuroscience, or Mental Health Studies program.

**4.4.3** Senior Representatives must be third- or fourth-year students at the University of Toronto Scarborough enrolled in either Psychology, Neuroscience, or Mental Health Studies program.

**4.4.4** Directors must be enrolled in a program offered by the Department of Psychology or intend to enroll in one of these programs.

**4.5** The President and Vice-Presidents will collectively form a senior executive committee that acts as the steward of the organization.

**4.6** The senior executive committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

**4.7** The senior executive committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.



**4.8** The term of each executive will last from May 1 of their election of hiring year to April 30 of the following calendar year. In the event that an election and/or hiring has not been held prior to May 1, the term of the executive will last from the confirmation of their appointment to the nearest April 30 (i.e. could be the same year as the appointment).

**4.9** Any member of the executive committee may resign at any time, with at least two (2) weeks' notice and sufficient reasoning, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective at a later date, it shall be effective upon delivery to the President, and no ratification by the organization shall be required to make the resignation official.

**4.10** Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, or a hiring process is conducted.

**4.11** If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective at a later date, it shall be effective upon delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

**4.12** Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, or a hiring process is conducted.

## **Article V: Removal of Members and Executives**

**5.1** The process for removing a member or executive may be initiated when a committee of no less than three non-executive general members and two executives appointed by the general membership to investigate a complaint determines that:

**5.1.1** A member or executive has engaged in unlawful actions or activities.

**5.1.2** A member or executive has violated the constitution.

**5.1.3** A member or executive has violated University of Toronto policies, procedures, or guidelines.

**5.1.4** A member or executive has violated the rights of a fellow member.

**5.1.5** A member or executive has not fulfilled their organizational responsibilities.

**5.1.6** Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

**5.2** The process for removing a member or executive may also be initiated when:

**5.2.1** A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

**5.2.2** A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

**5.3** The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:

**5.3.1 First Tier:** The executive or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.

**5.3.2 Second Tier:** Initiated because the member or executive has violated section 5.1 after receiving a first-tier warning relative to a particular action or behaviour. The President (or designee) will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The President or designee must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen calendar days.

The executive or member accused of violating section 5.1 will be given fourteen calendar days from receiving the Presidents' or designee's written response to demonstrate progress or correction of behaviour.

**5.3.3 Third tier:** Initiated because the member or executive has violated section 5.1 after receiving second-tier warning relative to a particular action or behaviour. The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives) or a two-third (2/3) majority vote of executives at a valid executive meeting. The executive or member facing removal is entitled to vote on the motion.

**5.3.4 Emergency removal:** Members of the executive committee and/or general membership can submit a petition for immediate removal of an executive member as outlined in Article XIII: Emergency Powers in the unusual event of a particularly egregious act that violates Canadian laws; threatens the immediate safety or well-being of others;

and/or threatens the integrity or reputation of the PNDA, the Department of Psychology, and/or the University of Toronto.

## **Article VI: Finances**

**6.1** The fiscal year of the PNDA shall commence on May 1st and end on April 30th of the following calendar year.

**6.2** The sources of the organization's funding will be:

**6.2.1** External organizations such as the SCSU,

**6.2.2** Membership fees,

**6.2.3** Sponsorship funding,

**6.2.4** The sale of tickets for paid events or the sale of other items.

**6.2.5** Funding provided by the Psychology Department

**6.2.6** The organization agrees to adhere to such standards and practices regarding its funding as are established by the Office of Student Affairs or may be established in the future, in reference to the organization's role as a Departmental Student Association.

**6.3** The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.

**6.4** Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$750 without the approval of the general members at a valid general meeting.

**6.5** All budgets shall be prepared by the Vice-President of Operations in accordance with the organization's priorities as determined by the executive committee in consultation with the membership at a valid general meeting.

**6.6** The budget for each academic year will be prepared by the Vice-President Operations and must be presented to the executive committee no later than the last day of September. This budget should be prepared in consultation with the outgoing executive committee and presented to the incoming executive committee.

**6.7** The Vice-President of Operations shall present a statement of the organization's financial standing and a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

**6.8** The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

**6.9** The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

**6.10** The banking transactions of the PNDA shall be undertaken with such bank, trust, or company as the executive committee designates, appoints, or authorizes. All banking procedures shall be undertaken on the organization's behalf by one or more persons as the executive committee designates, directs, or authorizes.

**6.11** The President, the Vice-President of Operations, and in special circumstances the Psychology Department Program Manager shall be the sole signing authorities of banking transactions for the PNDA.

**6.12** The PNDA will ensure the maintenance and transfer of proper and accurate financial records.

**6.13** The PNDA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **Article VII: General Meetings**

**7.1** The purpose of General Meetings is to provide a forum for the executive committee to overview the activities of the organization, to solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

**7.2** General meetings will be facilitated by a chairperson, usually the President. If the President is not available, then another member of the Senior Executive Committee can be designated by the President or the general membership as the Chairperson. The Chairperson shall be responsible for:

**7.2.1** Formulating and distributing an agenda for each meeting no later than two days before the meeting.

**7.2.2** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.

**7.2.3** Moderating the discussion according to the agenda.

**7.2.4** Suspending members from participating in meetings for constitutional or procedural violations.

**7.3** The meeting procedures are outlined in Appendix A.

**7.4** There shall be a minimum of one general meeting held each semester, on a predictable rotation decided by the executive committee at their first meeting (e.g. end of each semester). The meetings may occur in person or online. Online meetings may occur synchronously via live video conferencing at a pre-arranged time and/or asynchronously during a pre-set window of time, in which the general membership is invited to provide feedback on a pre-published agenda

during a specified window of time. The date of each subsequent general meeting or asynchronous period of feedback will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two calendar days prior to the meeting.

**7.5** General meetings may be called to order by the President, through a petition signed by three members of the executive committee, or by a petition signed by five non-executive members.

**7.6** General meetings are open to registered members of the organization only. Quorum will be established by the presence of a simple and clear majority of the executives.

**7.7** For quorum to remain valid, the number of non-executive general members present at a general meeting, or contributing to an ongoing asynchronous discussion, must exceed the number of executives present at all times.

**7.8** All executives are expected to make and/or post brief progress reports on their activities at every general meeting.

**7.9** Minutes of all general meetings must be recorded and maintained for reference purposes.

**7.10** Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

**7.11** Each member of the organization shall be entitled to one vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

**7.12** Any question at a valid general meeting shall be decided by a show of hands or a vote by a poll or survey (which may be administered electronically).

**7.13** Whenever a vote by show of hands or a survey occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

**7.14** In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

**7.15** The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings.

## **Article VIII: Executive Meetings**

**8.1** The purpose of executive meetings is to allow the executive committee to discuss and make decisions on day-to-day matters pertaining to the PNDA.

**8.2** Executive meetings will be facilitated by the President.

The President shall be responsible for:

**8.2.1** Overseeing the Vice President of Operations formulating and distributing an agenda for each meeting.

**8.2.2** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.

**8.2.3** Moderating the discussion at meetings according to the agenda.

**8.3** There shall be a minimum of one executive meeting held every two weeks during the period of September 1 to April 30. The meetings may occur in person or online. Online meetings may occur synchronously via live video conferencing at a pre-arranged time and/or asynchronously during a pre-set window of time, in which executives are required to provide feedback on the pre-published agenda during a specified window of time. The date(s) of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two calendar days prior to the meeting.

**8.4** The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

**8.5** Executive meetings may be called to order by the President or through a decision upvoted by three executive members.

**8.6** Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

**8.6.1** The Quorum must include all senior executive members and is open to all executives.

**8.7** Minutes of all executive meetings must be recorded and maintained for reference purposes.

**8.8** Executives must notify the President or Vice President of Operations a minimum of six hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

**8.9** Each executive member of the organization shall be entitled to one vote at a valid executive meeting.

**8.10** Any question at an executive meeting shall be decided by a show of hands or a vote by a poll or survey (which may be administered electronically).

**8.11** Whenever a vote by show of hands or a survey occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

**8.12** In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

**8.13** The President may, with the consent of the majority of the executive committee, decide to adjourn these meetings.

## **Article IX: Emergency Meetings**

**9.1** Emergency meetings can be called in extenuating or unforeseen circumstances.

**9.2** These meetings must abide by the respective rules outlined in sections VII and VIII, depending on the nature of the meeting.

**9.3** Notice of these meetings must be provided a minimum of 24 hours in advance through email.

**9.4** A shorter notice of emergency meetings may be provided at the discretion of the President in agreement with the senior executives.

## **Article X: Elections**

**10.1** Executive elections will be held prior to April 14th each year unless there are any unforeseen circumstances resulting in a delay.

**10.2** Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive committee each year prior to the commencement of the application submission period.

**10.3** Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in the election and hold executive positions.

**10.4** Eligibility of candidates will be enforced by an election committee comprised of a majority number of non-executive general members and a minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

**10.5** Notification of the acceptance of applications for executive positions will be sent via email to all candidates a minimum of two calendar days prior to the election period at which voting will commence.

**10.6** All application periods must commence a minimum of fourteen calendar days prior to the election period at which voting will commence. The application period must end a minimum of five days prior to the general meeting at which the election will be held.

**10.7** Elections may be held online during a previously specified election period. Successful candidates will be permitted to record a short speech to be viewed in the time period leading up to the election period. Each speech will be shared by the Communications team on the PNDA's social media platforms.

**10.8** Election Rules include the following:

**10.8.1** Candidates cannot campaign in classrooms, through announcements, or via course emails or course group chats.

**10.8.2** Candidates cannot post posters or graphics around campus. Candidates cannot use their social media to campaign.

**10.8.3** Each position is independent of one another (including President roles) therefore collaborative campaigns are prohibited.

**10.9** Elections shall be conducted by secret ballot and overseen by an election oversight committee consisting of two executive members who are impartial to the results and have no personal gain associated with the results (e.g. graduating PNDA executives).

**10.10** Successful candidates will be determined by accrual of the greatest number of votes tallied from amongst the general membership.

**10.11** Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

**10.12** If an error in the process is found, the election should be re-held during a new election period.

**10.13** Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

## **Article XI: Amendments**

**11.1** The organization may make, amend, or repeal the constitution or certain sections therein.

**11.2** Notice of a meeting called to consider such a resolution shall be given as follows:

**11.2.1** Notice of the full text of the proposed constitutional amendment shall be given to each member at least seven (7) days prior to the date of the meeting or review period called to consider the change.

**11.2.2** A summary of the rationale for the proposed amendment shall be given to each member at least seven (7) days prior to the date of the meeting or review period called to consider the change.

**11.3** Amendment changes are only valid if two-thirds of the executive committee and two-thirds of all general members who respond approve.



**11.4** Executive and general members have until end of day of the meeting to make a decision. In the case that the meeting is held after 17:00 (5:00pm) EST, the voting will be extended to the end of the following calendar day.

**11.5** Amendments to the constitution require the approval of two-thirds of the executive members as evidenced by a vote at a valid general meeting (a general meeting that has achieved quorum) and/or via a vote held at the end of an official online review period.

## **Article XII: Transition**

**12.1** All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives and a departmental staff/faculty advisor upon leaving the position.

**12.2** All outgoing executives are responsible for providing a detailed report to incoming executives and a departmental staff/faculty advisor that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

**12.2.1** CCR Certification of the outgoing executive member will not be approved until the report is submitted.

**12.3** All outgoing and incoming executives will participate in one face-to-face or synchronous online gathering consisting of a group social and role-specific transitional meeting occurring within the first two weeks of May each year to assist with the transition between new executive committees.

**12.3.1** Transition meetings should be between new and old position holders if possible. If not, then an executive member with related experience (e.g. President) can hold the meeting.

**12.3.2** The transfer of required documents and contact information will occur before the set transitional meeting between outgoing and incoming executives.

**12.4** Presidents will hold brief check-in meetings with each executive member at the end of every two months.

**12.5** Departmental staff/faculty advisor is responsible for saving all accounts that are linked with PNDA's resources and documents (e.g. via Google Drive, Dropbox, etc.) and passing on the information to the next year's President(s).

## **Article XIII: Emergency Powers**

**13.1** In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

**13.2** An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

**13.3** Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

**13.4** General members have the ability to re-examine emergency powers where appropriate through submission of a signed petition, including a written proposal and any supporting documentation for the petition validated by a PNDA advisor, from at least 15% of the entire general membership.

**13.4.1** If 15% of the general membership petitions to re-examine emergency powers, a meeting should be scheduled to discuss these changes. Documentation of the exact decisions made by imposing emergency powers, including rationale, should be provided at least seven (7) days in advance of the meeting.

**13.4.2** The meeting will host a vote, where a decision shall be made with the approval of two-thirds (2/3) of all members (executive and general members) in attendance.

#### **Article XIV: Food Handling on Campus**

**14.1** The Psychology and Neuroscience Departmental Students' Association will conform to Provincial and Municipal Health Regulations when events that include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

#### **Article XV: Precedence of University Policies**

**15.1** The Psychology and Neuroscience Departmental Association will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the Psychology and Neuroscience Departmental Association, the University's policies, procedures, and guidelines will take precedent.

#### **Article XVI: Legal Liability**

**16.1** The University of Toronto Scarborough does not endorse the Psychology and Neuroscience Departmental Association's beliefs or philosophy nor does it assume legal liability for the group's activities on- or off-campus.

## **Article XVII: Banking**

**17.1** The Psychology and Neuroscience Departmental Students' Association agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

**17.2** The outgoing executive committee each academic year will completely transfer all bank accounts opened in the organization's name to the new executive committee by permitting the removal of the names of the current signing officers from the accounts and forwarding all banking materials such as chequebooks to the Psychology Department Program Manager for transfer to the incoming executive committee.

## **Appendix A: General Meeting Rules of Order**

### **I. Call to Order**

1. The Chairperson may call the meeting to order only if a quorum of executives and nonexecutive general members is present in person and/or via an online platform. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

### **II. Review of the Agenda**

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary, as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

### **III. Approval of Previous Minutes**

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.

2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favour, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

#### **IV. Executive Reports**

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

#### **V. Open Forum**

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

#### **VI. Old and New Business**

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.

4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

## **VII. Motions and Deliberations**

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

## **VIII. Voting**

1. There are 3 basic motions for each item of business:
  - a. A motion to adopt a specific action by the board.
  - b. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
  - c. A motion to remove an item from consideration.
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

- The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.

## Appendix B: Executive Roles

Senior Executives include Presidents, VP Operations, VP Academics, VP Communications, and VP Initiatives. *2023 Updated Version.*

