

Applied Psychology & Human Development Students' Association
Constitution

Approved September 2022

ARTICLE 1: The Association

1. Definitions

- 1.1 The organization will be known as the “Applied Psychology & Human Development Students’ Association” hereinafter as the “APHD SA”.
- 1.2 The Applied Psychology & Human Development department will be referred to hereinafter as “APHD department”.
- 1.3 Students shall consist of all registered and continuing graduate students in APHD at the Ontario Institute for Studies in Education (OISE).
- 1.4 A “General Membership Meeting” (GMM) is a meeting of the entire student membership of the Applied Psychology and Human Development department.
 - i. in the event that not all program reps are able to attend council meeting, a minimum of one rep from each program must be present.
- 1.5 A “Council Meeting” is a meeting of the APHD SA Council including Executive Officers and Program Representatives as defined in Article 3 and 4.
- 1.6 An “Executive Meeting” is a meeting of the Executive Officers of the APHD SA as defined in Article 3.

2. Statement of Philosophy

- 2.1 The APHD SA is committed to initiating, sponsoring, and promoting the academic and cultural life of its members, the students of APHD.
- 2.2 The primary purpose is to ensure the active participation of all its members in the decision-making processes on all issues which affect members on an individual, program, and organizational level. This process is intended to enhance the academic experience of all students in APHD.
- 2.3 The APHD SA is committed to inclusive excellence. Inclusion is foundational to scholarly excellence and critical to developing pathways to training for students traditionally underrepresented in the academy and/or particular disciplines. [We](#)

acknowledge that we live and work on the stolen lands of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. We acknowledge the painful history of genocide and invisibilization, and we honor and respect the many diverse Indigenous peoples still connected to these lands and we are grateful to have the opportunity to work on this land. We recognize that contributions to diversity and inclusion may take many forms. It starts with a recognition that systemic barriers to equality exist, considers the impact of the social, economic and historic distinctions between people, involves efforts to reduce, eliminate and counter systemic barriers to participation, acknowledges that people are not treated equally, do not have access to the same resources and therefore experience the world differently and focuses on the equality of outcomes. Our objective is to increase inclusion and equity in the APHD department at the university as well as one's own life experience.

3. Objectives of the APHD SA

- 3.1 To promote and maintain communication between the APHD students and the APHD faculty and staff.
- 3.2 To represent all APHD students on all matters of representation which may be of interest to those students.
- 3.3 To initiate, assist, sponsor, coordinate, and promote academic and professional development events to support students' skill attainment and academic achievement.
- 3.4 To initiate, assist, sponsor, coordinate, and promote social and cultural events to help foster a sense of community and encourage social interaction between students in the department.
- 3.5 Promote and maintain communication between APHD students and the Graduate Students' Association (GSA) at OISE.

Article 2: Constitution

1. Amendments

- 1.1 Amendments to the Constitution of the APHD SA requires a two third majority of council members present at a GMM.

- 1.2 Notice of any proposed amendment must be prepared and distributed to all council members at least 7 days before the GMM at which a vote to amend the Constitution will occur. Notice shall also be posted on the APHD SA website and/or any social platforms for all members to review, and will be sent out to students by the program liaisons.
2. Publication of the Constitution
 - 2.1 It is the responsibility of the Executive Officers to ensure that members of the APHD SA are aware of and have access to the Constitution. To this end, at the beginning of each academic year, the Executive Officers will make the Constitution available on the APHD SA website and/or any social platforms to all members. A virtual copy will also be available on the publicly available APHD SA website. All APHD SA council members will receive an electronic copy at the beginning of the academic year.

Article 3: Executive Officers

1. The Executive Officers of the APHD SA will consist of a President, Vice President, Financial Officer, Communications Officer, and Equity and Diversity Officer.
 - 1.1 President and Vice President Positions must be filled in order to run the APHD SA. If there are no volunteers for the remaining positions, the duties of those positions can be redistributed to the President and Vice President
2. The duties of the Executive may be redistributed if they so desire but in general are as follows:
 - 2.1 President
 - 2.1.1 The President shall call meetings for the APHD SA including GMM, Council, and Executive meetings.
 - 2.1.2 The President shall be responsible for monitoring the day-to-day operations of the APHD SA.
 - 2.1.3 The President will be the first point of contact for Program Representatives seeking guidance in organizing events.

- 2.1.4 The President will oversee and work with other Executive Officers on their duties, including but not limited to, managing the budget and planning communication approaches.
- 2.1.5 The President shall be responsible for managing and overseeing the work required to run department-wide events.
- 2.1.6 The President shall be present for all department faculty meetings, or send another representative in their place if they cannot attend.
- 2.1.7 The President shall perform such duties as are assigned by the APHD SA.

2.2 Vice President

- 2.2.1 The Vice President shall work closely with the President to aid in all duties including monitoring day-to-day operations and managing and overseeing the work required to run department-wide events.
- 2.2.2 The Vice President shall keep minutes at every meeting and send the minutes to the other Executive Officers no later than 5 days after the meeting. The Vice President will also provide a short summary of the previous meeting's minutes at the beginning of each meeting.
- 2.2.3 The Vice President shall perform such duties as assigned by the APHD SA.

2.3 Financial Officer

- 2.3.1 The Financial Officer shall carry out all day-to-day financial transactions, make all payments, maintain appropriate records, and keep an inventory of the APHD SA's property (stored in the SA office).
- 2.3.2 In conjunction with the President, the Financial Officer shall prepare and manage the operating budget, and prepare and present the financial statements to Council.
- 2.3.3 The Financial Officer will review, approve, and follow-up on all budgetary plans submitted by the Program Representatives.
- 2.3.4 The Financial Officer shall sign all reimbursement cheques for APHD funded events, and prepare for them to be co-signed by the President.
- 2.3.5 The Financial Officer shall perform such duties as are assigned by the APHD SA.

2.4 Communications Officer

- 2.4.1 The Communications Officer shall coordinate interaction between the Program Student Associations and the APHD SA.
- 2.4.2 The Communications Officer shall maintain the Facebook page and interact with APHD students using Facebook Messenger and the official APHD SA email account.
- 2.4.3 The Communications Officer will be responsible for advertising events to faculty, staff, and students as appropriate, including but not limited to: posting the event details on the APHD SA Facebook page, posting flyers around the department, sending out emails to the APHD student body through program liaison staff.
- 2.4.4 The Communications Officer shall perform such duties as are assigned by the APHD SA.

2.5 Equity and Diversity Officer

- 2.5.1 Shall be responsible for the fair representation of all student groups within the APHD Students' Association.
- 2.5.2 Shall liaise with the University with regard to all matters pertaining to equality, diversity and gender issues, and shall make effective representation and provide input in order to influence the policy making of the University regarding Equal Opportunities.
- 2.5.3 Shall be responsible for representing the interests of particular student groups, which shall include but are not limited to the following: (i) Students with accessibility needs/concerns; (ii) Mature Students/Students with families; (iii) LGBTQ2S+ Students; (iv) Non-binary and genderqueer students (v) International Students; (vi) Racialized Students; (vii) Part-Time Students; (viii) Caregiving Students and (ix) Women Students.
- 2.5.4 Shall provide policy advice and support to relevant Executive Officers.
- 2.5.5 Shall develop and maintain contacts with external community and voluntary organisations or relevance under-represented or disadvantaged

student groups with which the APHD Student Association has an official membership or partnership.

- 2.5.6 Shall strive to ensure that a genuine spirit of diversity and equality of opportunity is present throughout the APHD Student Association and the University, and to support and represent those students who face discrimination.
- 2.5.7 Shall ensure that APHD Student Association services are accessible to all students, maintain communications with under-represented or disadvantaged groups and draw attention to instances of discriminatory behaviour within the association and the University whenever these occur.
- 2.5.8 Shall work in partnership with the President and Vice President to campaign and engage on campaigns related to equality and diversity.
- 2.5.9 Shall sit on the Faculty EDI Committee to represent student interests.

2.6 All Executive Officers

- 2.6.1 All members of the Executive shall attend Executive Meetings, Council Meetings, and GMMs.
- 2.6.2 They will be elected to office for 1 year, beginning May 1st on Election Day, and ending April 30th the following year.
- 2.6.3 Executive Officers holding office may run for elected position for the next year, and may hold Executive positions for two years if elected or appointed.
- 2.6.4 Executive Officers will, both individually and as a group, provide a comprehensive orientation to the incoming Executive Officers.
- 2.6.5 If an Executive Officer graduates before the end of the full APHD SA term, they are still expected to continue their APHD SA duties. In the unfortunate event that they cannot complete their term, there will be a call for nominations. The newly appointed member would hold office until the end of the APHD SA term.

Article 4: Program Representatives

1. The Program Representatives are members of the APHD SA who are responsible to liaise with the APHD SA Executive Officers on matters that affect the department student body as well as the specific program they represent.
2. The role and responsibilities of a Student Representative are to:
 - 2.1 Plan, organize, and carry out at least one event for the students in their program
 - 2.2 Provide a budget plan during the fall semester and a budget update in the winter semester
 - 2.2.1 All Program Representatives are required to meet their budgetary expectations with reasonable allowance for small variances in the final amount of funding required. Any changes to the budget must be reported to APHD SA Executive Officers as soon as possible to receive approval.
 - 2.3 Contribute to the APHD SA in the manner agreed upon at the beginning of the school year. This can include but is not necessarily limited to; departmental or program SA representative for GSA meetings, program SA representative to the APHD SA (where a program association exists), student representation at faculty meetings, and/or organizing team member for a department-wide event (requires attendance at said event).
3. If Program Representative do not adhere to the role and responsibilities outlined above in section 2, and as agreed upon at the beginning of their position, they may be removed from the position and may not be able to receive funding for program events at the discretion of the Executive Officers.
 - 3.1 Before a Program Representative's membership is considered amongst the Executive Officers, at least 1 warning will be given to the Student Representative to remind them of their commitment as laid out in the constitution.
4. Program Representatives will hold the position for 1 year, beginning in August once membership has been confirmed, and ending April 30th the following year.
5. Program Representatives are required to attend all APHD SA Council meetings. Permission to miss a meeting will be granted by the APHD SA Executive Officers at least 24 hours in advance for classes/practicums/placements, illness, or sudden emergencies.
 - 5.1 The number and dates of APHD SA meetings will be decided upon at the beginning of each semester.

Article 5: Meetings

1. Although duties are required to be upheld up to August 31st, the APHD SA will only schedule meetings until April 30th. If Program Representative require a face-to-face meeting with the Executive Officers in order to fulfill existing duties, these will be scheduled as needed.
2. The APHD SA will agree to meet on the dates determined at the beginning of each semester. Care will be taken to schedule meetings at a time that all or nearly all members can attend, and only the necessary number of meetings will be scheduled.
3. GMM
 - 3.1 All GMM's are open to all students in the APHD department. There is no minimum quorum at a GMM. The quorum is dependent upon students' attendance. In the event that no students attend the GMM, decisions will be made by the attending APHD SA council members.
 - 3.2 The first meeting of the academic year will be a GMM. The goal of this meeting will be to introduce students to what the SA does and encourage them to join.
 - 3.3 A GMM will be held when updates to the constitution are required. The proposed changes will be sent out to the council 3 days prior to the meeting, and posted on the any social platforms associated with APHD SA for all students. Advertisement of the GMM will be done over any social platforms via program liaison staff 3 days before the meeting occurs.
 - 3.4 GMM (September and April)
 - 3.5 Executive and council meetings: how often? Council Meeting once per semester (Oct and Feb). Executive Meeting once per semester (Nov and Mar)
4. Council Meeting
 - 4.1 Council meetings will include the Executive Officers and Program Representatives only. All members are expected to attend unless otherwise approved by an Executive Officer.
5. Executive Meeting
 - 5.1 An Executive meeting will only require the Executive Officers to attend. These will be called as needed to take care of administrative and managerial tasks

central to the APHD SA, but that do not affect the duties, responsibilities, and general operations of the Program Representatives.

Article 6: Finances

1. The APHD SA is responsible for the distribution of the Head Grant Funding received from the Graduate Students' Association of OISE.
2. To qualify for the head grant, the APHD SA must:
 - 2.1 Consist of at least 2 elected members: A President and Vice President.
 - 2.2 Present to the GSA a head grant application, a proposed budget, and financial reports from the previous year (including original receipts).
 - 2.3 Send at least one representative to 2/3 of the GSA meetings (monthly).
3. Budget and Management of Funds
 - 3.1 The APHD SA shall approve each program's budgetary plan, in consultation with the agreed upon departmental budget.
 - 3.2 The APHD SA shall also approve an updated budget from each program to ensure plans are still on track to be completed as expected.
 - 3.3 The President and Financial Officer shall have signing authority unless otherwise decided by the Executive Officers
 - 3.4 All cheques must be authorized by at least two members of the Executive Officers.
 - 3.5 All cheques not collected and cashed within six months of the date of issue is considered forfeited. All reimbursement requests not submitted in final form (including reimbursement form, original receipts, bank statement, etc.) within 6 months of purchase shall not be accepted unless otherwise agreed upon by the Executive Officers.

Article 7: Election of Executive Officers

1. Running the Election
 - 1.1 The APHD SA shall appoint an Elections Officer (preferably a returning student who is no longer taking part in the students' association). If there is none available, The APHD SA will put out an advertisement for one by March.

1.2 The Elections Officer may not run for an Executive position while they are Elections Officer. They must be a registered APHD student and must be able to maintain objectivity.

1.3 The Elections officer will be physically present at the voting station on voting day, count all ballots twice to ensure accuracy, and receive votes via email for those who cannot make it to school. They shall keep all identities private, and inform candidates within 24 hours about the results of the election.

1.3.1 Due to the current pandemic and social distancing measures, the Elections Officer will receive votes via a secure online platform (MS forms) for the 2021/2022 election.

1.4 The Returning Officer shall email the APHD program liaison staff to advertise the day and time of the election, and the deadline for nominating oneself.

1.5 The Returning Officer shall receive all self-nominations, and post these in a common area on the 9th floor, as well as on the APHD SA social media platforms.

1.6 Due to the current pandemic and social distancing measures, all communications occur online.

2. Candidates

2.1 All candidates must be registered students in APHD during the entire elected term, be able to physically attend all APHD SA meetings and most events, and cannot run for more than one executive position at a time.

2.1.1 Due to the current pandemic and social distancing measures, all meetings will be done using video conferencing platforms.

2.2 To nominate oneself, all candidates must email the Returning Officer with a brief description of themselves (3 sentences) including their first and last name, program, degree, year, and reason why they are running (i.e. desire to get involved, past experience etc.).

2.3 The Returning Officer will be responsible for distributing this material, no candidate shall distribute any other advertisements.

3. Election Process

3.1 The election of the APHD SA Executive Officers shall be held at the end of April.

- 3.2 It will be conducted both electronically (to Returning Officer) and/or physically (via ballot).
- 3.3 The Returning Officer shall count all election ballots immediately following the elections.
- 3.4 A ballot will be considered spoiled if there is a mark beside more than one candidate for a specific position, or if there are no marks on the ballot.
- 3.5 In the event of a tie, another election must be held another election must be held no more than 30 days after the original election.
- 3.6 The Returning Officer shall inform candidates of the results via email within 24 hours, and shall inform the APHD program liaisons to notify their students via listserv email.
- 3.7 Any registered OISE/UT student may appeal the results of an election which in her/his opinion has been run unfairly or without regard to the policies and procedures established in this document.
 - 3.7.1 Any appeal must be made in writing and given to the Returning Officer no later than 48 hours after the ballots have been counted. The Returning Officer will notify the Executive Officers, and call a GMM of the APHD SA. At the GMM, the appellant can present his/her case orally or in writing, and the membership will vote whether to accept the results of the election, or hold a new election.
- 3.8 Where a position of the APHD SA Executive becomes vacant during the term of office, the position will be filled by an election at a GMM
 - 3.8.1 Should any member of the APHD SA Executive resign, or be removed, or fail to attend three consecutive meetings of the Executive Officers or two consecutive APHD SA meetings, without an acceptable reason for her/his absence, the APHD SA will declare her/his position to be vacant. The position will be advertised to all students in the department. The elected candidate will hold the position for the remainder of the term.