



PAUSE

Psychology Association of Undergraduate
Students at Erindale

Constitution 2024-2025

University of Toronto Mississauga
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ARTICLE I: CAMPUS GROUP NAME

The Psychology Association of Undergraduate Students at Erindale (hereafter known by the acronym PAUSE, or simply as the Psychology Association) is affiliated with the University of Toronto Mississauga (UTM), the Psychology Department at UTM and the University of Toronto Mississauga Student's Union (UTMSU).

ARTICLE II: PURPOSE

PAUSE is dedicated to enriching the academic and social experiences of students at UTM by fostering a deeper sense of community for students enrolled in psychology. We aim to organize events that highlight the practical applications of psychology in everyday life and facilitate social connections among students. PAUSE is committed to maintaining a strong partnership with the psychology department, creating an inclusive and collaborative environment that bridges the gap between students and faculty. Additionally, Pause wishes to engage with the broader UTM community through charitable initiatives and keep students informed about relevant opportunities both on and off campus.

ARTICLE III: MEMBERSHIP

Membership with PAUSE is available to all UTMSU members (i.e., UTM undergraduate students). Community members and alumni may be granted associate membership, which is for those who are not current fee-paying members of the campus group and are not UTM undergraduate students. Associate members may participate in all group activities except voting in elections, participating in general meetings or running for executive positions. Students with the ability to vote pertain to those enrolled within the following Program of Studies (PoST):

- Specialist in Exceptionality in Human Learning
- Specialist in Neuroscience
- Specialist in Forensic Psychology
- Specialist in Psychology
- Major in Exceptionality in Human Learning
- Major in Psychology
- Minor in Psychology

These members have the right to vote during the PAUSE Executive elections, in addition to the right to be on the e-mailing list, which will inform them about PAUSE events and volunteer opportunities.

ARTICLE IV: EXECUTIVES

PAUSE's Executive positions are only available to those individuals who will be or remain as undergraduates in the upcoming school term. Each of these individuals must be enrolled in one of the following subject POSTs:

- Specialist in Exceptionality in Human Learning
- Specialist in Neuroscience
- Specialist in Forensic Psychology
- Specialist in Psychology
- Major in Exceptionality in Human Learning
- Major in Psychology
- Minor in Psychology

These individuals must be able to prove at the time of nomination they are enrolled in one of these subject POSTs on their ACORN account. All executives for a given academic year are elected in the previous academic year as per election guidelines outlined in Article VII. All executives are responsible for upholding the PAUSE constitution and must adhere to the university's code of conduct and the policies outlined by the UTMSU to act as an academic society Executive.

The Presidential Board

President (1):

The President of PAUSE is responsible for promoting, organizing, and overseeing all society activities and events, including recruitment, orientation, and training of associates. They collaborate with the Vice President of Finance on awards and grants, and hold weekly mandatory meetings. As the chief decision-maker and primary contact with UTMSU, the President maintains communication with UTMSU, the Psychology Department, Student Life, and the Dean, while ensuring work is equally distributed among executives and associates. They also liaise with the department for Co-Curricular Record updates and validations. The President ensures equal opportunities for all members, addresses any social conflicts, manages logistics such as room bookings and material orders, and coordinates with external parties. Additionally, they oversee feedback collection to improve future events and submit an annual report to UTMSU summarizing the year's activities and events.

Vice President Administration (1):

The VP Administration will keep in close contact with UTMSU and aids the President in their duties. The VP Administration and the President will arrange for recruitment, orientation and training of executive assistants and volunteers throughout the year. Furthermore, they are responsible for scheduling and organizing office hours, book executive meeting rooms and taking notes of said meetings. In addition, VP Administration will overlook office assistant and executive activities and report any discrepancies to the President. The VP Administration directly assists the President and must assume the Presidents position, if for any reason, the President is not present or unable to fulfill his/her responsibilities. The VP Administration must hold a minimum of one office hour per week each.

Vice President External (1):

The VP External is responsible for external contact with other Student Clubs, Student Academic Societies, the Medium, organizations affiliated with UTM and other external organizations. The VP External also oversees the internal non-presidential team and must be in constant communication with the marketing and social directors to ensure a smooth performance of the society. The VP External must equally assign responsibilities to the team appropriately ensuring that deadlines are being met and may act as a trouble-shooter for any issues that may arise. In addition, the VP External is also responsible for searching and applying for awards and/or scholarships on behalf of the Society. The VP external must hold a minimum of one office hour per week.

Vice President Finance (1):

The principal role of VP Finance is to oversee all of the society's assets, financial status, and to aid the President in his/her duties. The VP Finance is responsible for overseeing the society's overall budget as well as assigning a budget for each event. The VP Finance has principal signing rights to the society's bank account and is responsible for all account transactions. The VP Finance must assess the society's office transactions to ensure the appropriate balance in funds. The VP Finance is responsible for collecting and storing original receipts for purchases made towards the society's events and reimbursing executive members for said purchases. It is the VP Finance's responsibility to provide UTMSU an updated financial report and bank statements when requested, as well as the bi-annual financial report. The VP Finance must hold a minimum of one office hour per week.

Senior Advisor (1):

The Senior Advisor is an appointed position by the elected President for the new academic year and must have at least one year of experience as a PAUSE Executive. The previous President may not nominate themselves. The Senior Advisor holds responsibility within the society to advise the Presidential Board, in addition to providing limited support on tasks. If the President fails to appoint an Advisor or one is not available, the Presidential Board may choose unanimously to appoint a previous Executive or an active PAUSE member as Senior Advisor.

Executive Board

Communications Coordinator (1):

The Communications Director is responsible for overseeing all marketing strategies and managing both internal and external communications for PAUSE. This includes developing event-specific marketing plans, supervising Marketing Associates, holding bi-weekly meetings, and reporting feedback to the Executive team. The Director manages PAUSE's online presence, including the website, and is in charge of writing and distributing newsletters. They ensure cohesive messaging across all platforms, design event posters and flyers with Executive approval, liaise with UTM Computing Services and UTMSU for technical needs, and hold a minimum of one office hour per week.

Events Coordinators (2):

The Events Coordinators is responsible for booking rooms, organizing materials, and coordinating with other societies for PAUSE events. They create, design, and execute events with the support of their Events Associates and Marketing Associates as needed. The Events Director ensures smooth event execution by liaising with professors, faculty, and catering services when necessary. They hold bi-weekly meetings with Events Associates to discuss event strategies, report on challenges, and provide updates during the Executive team’s weekly meetings. Additionally, they oversee event-related tasks such as creating PowerPoint slides, assisting with decorations, and coordinating with relevant departments. The Events Director holds a minimum of one office hour per week.

Social Media Coordinators (1):

The Social Media coordinators are responsible for managing and crafting posts and strategies to promote PAUSE events and initiatives across various platforms. They work closely with the Communications Coordinator to ensure cohesive branding and messaging. Their duties include creating engaging content, scheduling posts, responding to inquiries on social media, and staying up to date with trends to enhance the society’s online presence. Social Media Coordinators are also expected to collaborate with the rest of the executive team to ensure alignment between social media campaigns and broader organizational goals.

Mentorship Coordinators (2):

The job of the mentorship coordinators is to ensure that that the PAUSE mentorship program runs smoothly. Tasks include coordinating with Marketing executives to ensure that the mentorship program is advertised to the student body, that all interested students follow proper protocols to be selected (ex. Conduct interview process, extensive google form intake, etc.) and that all Mentors are matched up to at least 1 mentee. Additionally, the mentorship coordinators will work closely with the event directors in order to tailor custom events to students involved in the mentorship program. Lastly, mentorship coordinators will be in charge of keeping track of all mentor hours to ensure CCR is given at the end of the program

ARTICLE V: ASSOCIATES

PAUSE's associate positions are only available to those individuals who will be or remain as undergraduates in the upcoming school term. Each of these individuals must be enrolled in one of the following subject POSTs:

- Specialist in Exceptionality in Human Learning
- Specialist in Neuroscience
- Specialist in Forensic Psychology
- Specialist in Psychology
- Major in Exceptionality in Human Learning
- Major in Psychology

- Minor in Psychology

Admin Associate (1):

The Admin Associate works under the supervision of the VP Administration. Responsibilities include attending executive meetings and assisting with meeting minutes, helping the VPs with administrative tasks such as scheduling, emailing, and room bookings, and completing a minimum of four event hours. The Admin Associate must maintain close communication with the VP Administration and uphold a high level of professionalism at all times. In addition to these duties, they are expected to manage their time efficiently, providing administrative support as needed.

Marketing Associates (2):

They are under the supervision of the Marketing Directors. Responsibilities and duties include attending the annual general meeting, making verbal classroom/chalkboard announcements, completing a minimum of two event hours, promoting and advertising for at least two hours per event, and keeping in close contact with the Marketing Directors. They must maintain a high level of professionalism when promoting events around campus.

Events Associates (2):

They will work closely with and assist the events directors with the organization and planning of upcoming events. The events associate plays a vital role in the planning and execution of PAUSE events. Responsibilities include attending the Annual General Meeting, promoting and advertising events through verbal announcements in lectures. The role also involves liaising with external partners or professors to coordinate future events and ensure their success. The events associate must complete a minimum of two event hours.

Social Media Associate (2)

This role involves assisting the social media coordinators with creating and uploading content across various social media platforms. Furthermore, they will be working closely with the Marketing team to ensure a cohesive content across platforms and teams. The social media associate plays a crucial role in promoting and advertising PAUSE events. They are responsible for attending the Annual General Meeting and making verbal announcements in lectures to increase event visibility. The social media associate is also expected to complete a minimum of two event hours.

ARTICLE VI: MEETINGS

Executive meetings are held weekly, with flexibility in cancelling based on extenuating circumstances and exams. Attendance at these meetings is mandatory for all executives, except in cases of extenuating circumstances. If a meeting needs to be cancelled due to exams, the individual must provide updates asynchronously. Executives are expected to attend at least 80% of meetings and 60% of events to meet CCR and participation requirements. Only a member of the Presidential Board may invite someone that is outside of the Executive Team to the weekly meeting. Meetings upon which important budget/fiscal information may be discussed, and during which important voting may occur, are restricted to Executives only.

PAUSE holds two general meetings per academic year, open to both members and non-members. The first general meeting will take place sometime in late September to early October and the second meeting will take place sometime in early March. The meetings are designed to share PAUSE's mission, and goals of each semester with attendees. Furthermore, a report detailing PAUSE's financial condition will be provided upon request by members.

ARTICLE VII: ELECTIONS

Elections for Executive positions for the subsequent year take place annually during March, depending on availability of the society. Only UTM students who were previously a PAUSE Executive or PAUSE Executive Assistant may run for the positions on the Presidential Board.

If no past Executives are present, then Presidential positions will be open. A priority system will be in place in that the order of preference is:

- Associates
- Anyone enrolled in one of the following subject POSTs with volunteer experience:
 - Specialist in Exceptionality in Human Learning
 - Specialist in Neuroscience
 - Specialist in Forensic Psychology
 - Specialist in Psychology
 - Major in Exceptionality in Human Learning
 - Major in Psychology
 - Minor in Psychology
- Anyone enrolled in any of the above programs.

All other Executive positions are open to all UTM undergraduates currently enrolled in one of those programs listed above (with the program clearly stated on their Subject POSTs).

Election Procedures:

PAUSE will follow election dates and procedures set by the guideline set by the UTMSU. If election protocol has been violated or said to be unfair by reasonable standards, PAUSE will be bound to a petition by a member and a re-election overseen by the UTMSU Campus Groups Coordinator.

Elections will be held during the Winter Semester following the protocol created by the UTMSU. All UTMSU members registered with PAUSE are open to running as a candidate for the incoming election. PAUSE will appoint an impartial Chief Returning Officer (CRO) to monitor the election. They will be a third party who is not running for the upcoming executive team in any capacity. All members of PAUSE who are UTMSU affiliates will be informed via email about the upcoming election's nomination period, with at least a week to spare. Members interested in running for an executive position may self-nominate during the Nomination period. The CRO will oversee and manage this process. An all-candidates meeting will be held to review election rules. Attendance is required for all candidates, and if they cannot attend, they must appoint a representative. Within the campaign period candidates may promote their candidacy to

the Campus Group’s membership. Candidates are also welcome to promote their candidacy by advertising throughout the campus during the campaigning period. Such advertising will not be funded by PAUSE or by UTMSU but must be approved by UTMSU. The Vice President of University Affairs, the Academic Societies Coordinator and the Chief Returning Officer must approve all advertisements. Please consult elections procedural manual for further details on elections, voting and challenges to the electoral procedure.

Consequently, during the voting period, only students part of the following psychology POSTs can vote for their incoming executives:

- Specialist in Exceptionality and Human Learning
- Specialist in Neuroscience
- Specialist in Forensic Psychology
- Specialist in Psychology
- Major in Psychology
- Minor in Psychology

Nonetheless, the voting platform utilized during the election period will be managed by the appointed CRO. The CRO may not be someone who is affiliated with PAUSE, but the CRO must be a member of the University of Toronto’s academic community (staff, faculty, and student) and must not be running for elections for the upcoming year.

ARTICLE VIII: REMOVAL FROM OFFICE

An Executive member may be removed from office by the society if it has been determined that they are not a good representative of PAUSE. Reasons for removal include but are not limited to:

- Failure to perform task(s) set out in Article IV
- Violations of the Student Code of Conduct
- Failure to attend two meetings per semester
- Misrepresentation of the Academic Society
- Illicit actions (ex. affiliating or condoning of anyone making a personal profit from PAUSE)

In cases of harassment, sexual harassment and discrimination the UTMSU’s Procedural Policies will be referenced. In addition, the society may send a written letter of notice to the Campus Groups Coordinator. This will prompt the UTMSU to investigate the alleged action and impose necessary sanctions on the individual. Potential sanctions by the UTMSU includes the following:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

Potential removal from office requires one warning email that is sent from the PAUSE email to the Executive in question and to the Vice President of University Affairs. After that warning, if there are further issues, a petition must be sent to the Vice President of Univeristy Affairs. If

approved, a referendum will be held, and the Academic Societies Coordinator will host it. The remaining society Executive members must vote upon the removal of the Executive member through an anonymous vote; the vote will pass and will be effective immediately if there is a simple majority vote by the Executive Board and a $\frac{3}{4}$ vote from the Presidential Board.

A by-election must take place immediately following the removal of an Executive. If the removal may occur in the second semester of the academic year, a by-election may be delayed dependent on the necessary help required. A mandatory by-election must take place for all presidential positions if necessary as there may not be enough time to remove the Executive and hold a by-election. By-election procedures must follow the annual election procedures.

If an Executive decides for any reason that they no longer want to remain an Executive, they must submit a letter of resignation addressed to the remaining Executives and a copy sent to Vice President of University Affairs and the Academic Societies Coordinator. Resignation is effective immediately upon receipt of the resignation letter and a by-election may or may not be called to order.

Office and Marketing Assistants both follow a three-strike policy in which they will be removed if a third strike is given. They may be removed from office and/or relieved from the society if they fail to assist the executives appropriately and/or fail to perform his/her duties. Only the Presidential Board may, upon a meeting, decide to remove an Assistant from office for appropriate reason, without a vote. A letter of resignation is not required if an Assistant decides that they no longer wants to remain an Assistant.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

The constitution of PAUSE may be subjected to an amendment procedure ensuring thoughtful and deliberate changes. The ability to propose and vote on constitutional amendments rests with the Executive Board and must be endorsed by a minimum of 5 Executives and 2 Presidential Executives. All proposed changes must be made in the presence of all Executives at a meeting and must be voted on. Approval for all amendments requires majority vote from the Executive Board and $\frac{3}{4}$ vote from the Presidential Board. Further approval must be given by group membership through General Meetings. Finally, all amendments must be approved by UTMSU prior to formalization.

An updated and signed constitution must be submitted to the Vice President of University Affairs and the Academic Societies Coordinator of the UTMSU, and a copy must be kept in the office at all times.
