University of Toronto

Clinical Psychology Students' Association (CPSA) Constitution

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1. Article One – **Name and Purpose**

1.1. The official name of the recognized student group is **"Clinical Psychology Students' Association"**

1.2. The official acronym or abbreviation of the group is **"CPSA"**.

1.3. The Clinical Psychology Students' Association aims to provide direction and guidance for students interested in a path towards Clinical Psychology. We also aim to provide free and detailed information on clinical psychology topics to all interested students, regardless of their program. Events - including seminars and workshops - as well as research debate prompts will create opportunities for students to grow their research skills, discuss topics and explore the different perspectives in mechanisms behind disorders, interventions, and latest developments in the field. These events will also work towards giving insight into what it means to be a clinical psychologist.

2. Article Two – **Membership and Membership Fee**

2.1. The group shall maintain a list of group members.

2.3. Voting membership is open only to registered students of the University of Toronto who are club members of the CPSA.

2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.4. There is no membership fee.

3. Article Three – **Rights of Members**

3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.

3.2. All voting members have a right to attend all general meetings of members.

3.3. All voting members have a right to cast votes at all general meetings of members.

3.4. All voting members have a right to stand for election unless otherwise stated in this document.

3.5. All voting members have a right to cast votes in all group elections and referenda.

3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. Non-voting members do not have any special rights, apart from certain benefits over non-members of the CPSA as decided by the executive team.

3.8. Non-voting members may be given the option to volunteer as needed during events. This is completely voluntary and will always be with the consent of said members.

3.9. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - **Executive Committee**

4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2. The Executive Committee shall be composed of eleven (11) voting members.

4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4. Non-voting members may hold only non-voting positions on the Executive Committee.

4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - **Executive Committee Composition and Duties**

5.1. The Co-Presidents shall:

5.1.1. Be eligible to cast votes at meetings of the Executive Committee,

5.1.2. Oversee the operations, management, and success of the group,

5.1.3. Serve as spokespersons for the group,

5.1.4. Hold signing and financial authority along with the Financial Director,

5.1.5. Hold authority and bear responsibility for what is presented on the club's Social Media along with the Social Media Manager/Graphics Design Director.

5.1.6. Preside over meetings of the Executive Committee and/or members,

5.1.7. Ensure a transition of office from one year to the next.

5.2. The Vice-President shall:

5.2.1. Be eligible to cast votes at meetings of the Executive Committee,

5.2.2. Assume duties of the Co-Presidents in their absence,

5.2.3. Ensure activities of the club comply with policies of the University of Toronto,

5.2.4 Be responsible for matters related to internal affairs, such as resolving conflict between executive members, addressing unexcused inactivity/absence, etc.

5.2.5. Coordinate organizational recruitment efforts.

5.3. The Financial Director shall:

5.3.1. Be eligible to cast votes at meetings of the Executive Committee,

5.3.2. Hold signing and financial authority along with the Co-Presidents,

5.3.3. Oversee the budgeting of events and activities,

5.3.4. Create opportunities for fundraising events and sponsorships,

5.3.5. Ensure the transition of the club's bank account from one year to the next.

5.5. The two Research and Workshop Directors shall:

5.5.1. Be eligible to cast votes at meetings of the Executive Committee,

5.5.2. Have access to the archive of submitted media from General Members,

5.5.3. Ensure factual information is used in the club's posts,

5.5.4. Give credit to respective owners and researchers where due,

5.5.5 Present and compile information in a manner that is not offensive nor insensitive to any and all parties,

5.5.6 Host research and workshop events such as journal clubs, research workshops, etc. when their availability permits,

5.5.7 May use the club's name and reputation to book and schedule on campus resources solely if they are for the club's interests,

5.5.8 May, via the financial director/co-presidents' aid, access the club's funds for the purpose of hosting events.

5.6. The two Outreach Directors shall:

5.6.1. Be eligible to cast votes at meetings of the Executive Committee,

5.6.2. Reach out to and communicate with relevant external parties respectfully and at the best interest of the club,

5.6.3. Ensure professionalism when communicating and collaborating with the aforementioned external parties,

5.6.4 Be in charge of the club's email, and as such are responsible for replying to emails, being the first point of contact with the student body,

5.6.4. Ensure the transition of the club's official email from one year to the next.

5.7. The two Panel and Seminar Directors shall:

5.7.1. Be eligible to cast votes at meetings of the Executive Committee,

5.7.2. Ensure to the best of their ability that events are accessible to all students,

5.7.3. Be tasked with brainstorming, planning, and executing panel and seminar events such as career panels, educational events on psychopathology, etc,

5.7.4. May use the club's name and reputation to book and schedule on campus resources solely if they are for the club's interests,

5.7.5. May, via the financial director/co-presidents' aid, access the club's funds for the purpose of hosting events.

5.8. The Social Media Manager/Graphic Designer shall:

5.8.1. Be eligible to cast votes at meetings of the Executive Committee,

5.8.2. Hold authority and bear responsibility for what is presented on the club's Social Media along with the Social Media Manager/Graphics Design Director.

5.8.3. Ensure that social media posts are not offensive nor insensitive to any and all parties,

5.8.4. May not use the club's official social media account for their own personal gain,

5.8.5. Ensure the transition of the club's official social media from one year to the next.

5.9. The Second Year Representative shall:

5.9.1. Be eligible to cast votes at meetings of the Executive Committee,

5.9.2. Hold a mentee relationship with the rest of the team, learning how the team operates and acting as an assistant to any directors that may need help,

5.9.3. Build and maintain relationships with second year students, which may include responsibilities such as but not limited to promoting the club and its events to 200-level courses, and alongside the First Year Representative, hold an event for lower-year students.

5.10. The First Year Representative shall:

5.10.1. Be eligible to cast votes at meetings of the Executive Committee,

5.10.2. Hold a mentee relationship with the rest of the team, learning how the team operates and acting as an assistant to any directors that may need help,

5.10.3. Build and maintain relationships with first year students, which may include responsibilities such as but not limited to promoting the club and its events to 100-level courses, and alongside the Second Year Representative, hold an event for lower-year students.

6. Article Six – **Elections**

6.1. All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – **Finances**

7.1. The Financial Director shall keep an active record of income and expenses.

7.2. The Financial Director shall present the group's updates on the group's financial position at biweekly executive meetings.

7.3. The Executive Committee must approve all expenditures over $100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature.

7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

8. Article Eight – **Meetings**

8.1. The Executive Committee shall meet at least once a month. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

9. Article Nine - **Termination of Membership**

9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members (including non-disclosure of a significant or continuing conflict of interest) or is extensively inactive for a period of more than 2 weeks.

9.2. A warning email must be sent to the member at risk of revocation to allow them to explain themselves prior to the Executive Committee's meeting to vote on revoking their membership.

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee.

9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

9.6. Following termination, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

10. Article Ten – **Amendments**

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution.

10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.