

I. PURPOSE

The purpose of the Psychology Graduate Students' Association (PGSA) is to promote a balance between academic and social aspects of student life while raising an awareness of issues facing graduate students, thus working towards a cohesive community of psychology graduate students at Carleton University.

II. STRUCTURE

a.) Membership

All psychology graduate students at Carleton University shall be considered full members of the PGSA. The members will form the PGSA council by a democratic process outlined below.

b.) PGSA Council

The PGSA council will consist of the following positions and their duties. The number of positions available is in parentheses. Council positions are reserved exclusively to PGSA members. A member may hold more than one position.

i.) President (1 or co-presidents if the candidates agree)

- provide guidance to the PGSA regarding services and events offered;
- be available to assist PGSA councilors in their duties;
- facilitate communication among PGSA members and PGSA councilors;
- fill vacant PGSA positions;
- ensure all psychology graduate students are aware of the PGSA, the positions, elections, and services offered;
- call meetings of the PGSA at least twice per term, informing all students of the time, location, and agenda of the meeting;
- chair the PGSA meetings;
- promote an awareness and enthusiasm of the events and services offered by the PGSA;
- ensure safe storage of the PGSA constitution and documents and ensure their accessibility for future PGSA councils;
- ensure PGSA councilors are aware of their duties, and encourage the fulfillment of those duties;
- arrange for the elections of the PGSA for the following year.

ii.) Vice-President (1 or co-vice-presidents if the candidates agree)

- provide guidance to the PGSA regarding services and events offered;
- be available to assist PGSA councilors in their duties;
- fulfill the duties of the PGSA president if he or she is unable to or if the position is vacant;
- facilitate necessary communication among committee members and students holding similar positions;

iii.) Financial Officer (1 or co-financial officers if candidates agree)

- prepare a budget for each academic year including all sources of income and anticipated expenses;
- research additional sources of income;
- maintain the PGSA finances in a transparent and economically responsible manner.

iv.) Graduate Academic Caucus (GAC) Representatives(2)

- represent the interests of psychology graduate students and promote awareness of student issues at departmental meetings and on campus;
- participate in GAC Caucus meetings held twice each year;
- GAC representatives are encouraged although not required to participate on the Graduate Faculty Board and the following committees which report to the University Senate: Academic planning, Admissions & Studies Policy, Computer Policy, Disabilities, Library, Student Awards.

v.) Canadian Psychological Association (CPA) Representative (2)

- serve as a liaison between the CPA Students Section and PGSA;
- raise awareness among Carleton psychology graduate students of important issues that the CPA Students Section addresses;
- raise awareness among Carleton psychology students of opportunities offered by the CPA (e.g. presenting at the CPA convention).

ix.) Graduate Committee Representative (2)

- attend all departmental Graduate Committee meetings or ensure that student representation is present;
- advocate for issues affecting students which are addressed by the committee;
- maintain an awareness of issues facing students which the Graduate Committee may address.

x.) Graduate Students' Association (GSA) Representative (2)

- attend or find a proxy for 7 of the 8 regular GSA council meetings over the course of the academic year;
- play an active role in the GSA by sitting on at least one GSA committee;
- inform students within the department of issues, events and services offered by the GSA including but not limited to political actions, social events, and scholarships and bursaries.

xi.) Liaison Recruitment Representative (unlimited or determined by the department recruitment committee)

- play an active role in the departmental student recruitment efforts;
- contribute to the planning and development of recruitment programs developed by the department.

xii.) Social Committee (unlimited)

- plan and implement a variety of social events to encourage graduate students within the department to maintain a healthy balance between academics and sociability, and to develop important connections and friendships within the department;

- plan and implement the annual departmental Wine & Cheese social;
- assist with the planning and implementation of academic workshops and events;
- generally advocate for a cohesive psychology graduate student community.

xiii.) CUPE 4600, Unit 1 Steward (3)

- Maintain contact with the TA union, awareness of the collective agreement and issues the union is facing in preparation to police the collective agreement, provincial, and federal legislation affecting labor and teaching assistant jobs;
- Encourage the involvement in the union of the TA's within the department by greeting and signing up new employees, distributing union literature, providing communication between the members in the department and the Union Executive Board, and hold information meetings for the department once per term;
- Be available to TA's within the Psychology department to answer questions or concerns regarding the TA union to promote education and awareness;
- Define, detect, prepare, and present grievances at the initial level, in accordance with the directive of CUPE Local 4600, Unit 1.
- Advocate on the behalf of students when the collective agreement is violated;
- Play an active role in the union by sitting on a union's Standing Committee, on the Executive Council, or otherwise;
- Carry out his/her duties in accordance with the mandate of the Local as set out in the Preamble and Article 3.3 of the Local By-laws.

xiv.) Recording Officer (1 or co-recording officers)

- Attend all PGSA meetings prepared to take detailed minutes;
- distribute the minutes to the PGSA councilors;
- maintain an up to date record of PGSA meetings and events containing minutes and important promotional documents;
- ensure copies or originals of all documents are delivered to the PGSA president to be passed on to future PGSA councils.

III. Procedures

a.) Elections

All PGSA positions will be decided upon at the departmental meeting held at the beginning of each academic year. Calls for nominations should be sent to all new and returning psychology graduate students by email giving a reasonable amount of time for students to review the duties and decide whether or not they would be interested in a position. Contested positions shall be decided by a simple majority vote of the PGSA members present at the meeting. Uncontested positions shall be decided upon by a majority yes/no vote. Vacant positions can be filled at any PGSA meeting.

b.) Meetings

The PGSA shall meet at least twice per term. All psychology graduate students within the department must be given notice of the date, time and location of the meeting at least one week in advance. All PGSA councilors should receive a tentative agenda prior to the meeting with enough notice to review the proposed agenda. Meetings should

follow as casual a format as possible. If a more formal procedure is necessary, Roberts Rules of Order shall be followed.

c.) Decision making

The PGSA shall use a consensus building procedure rather than the conventional in favor-against procedure for all decisions except for the election of positions. Refer to Appendix A for an in-depth description of this procedure and the rationale for the use of this procedure. Every student will have the opportunity to support, raise reservations, or veto a decision. Effort must be made to reach a consensus on issues of contention – issues which at least one person raises reservations or vetoes a decision.

All psychology graduate students at Carleton University are entitled to equal decision making power. Decision making power is not restricted to the PGSA council.

d.) Accountability

All students holding PGSA positions are foremost accountable to the Psychology Graduate Student body. The positions of GSA Representatives, TA Union Steward, NUG Representatives, Ethics Committee Representatives and Alternates, Liaison Recruitment Representatives, and Graduate Committee Representatives will also be accountable to the committees and organizations within which they work.

e.) Impeachment

Any PGSA member may raise concerns regarding a PGSA councilor failing to fulfill the tasks of his or her positions. If a PGSA member wishes that the councilor be impeached the following conditions must be satisfied in the order presented:

- i. The plaintive must make the PGSA President or Vice-President aware of the issues of contentions at which point the President or Vice-President must inform the councilor of the complaint.
- ii. If the councilor's behavior does not improve or the complaint is of sufficient seriousness that an opportunity to change one's behavior is not warranted (e.g. harassment or discrimination), the plaintive must make his or her intentions of impeaching the councilor known to the President or Vice-President at which point the President or Vice-President must inform the councilor of the intention to impeach.
- iii. A petition to impeach a councilor must be circulated including a description of why the councilor should be impeached. The councilor must be made aware of the circulating petition.
- iv. A petition with one third of all PGSA members as confirmed signatories including printed name, email address and signature, will be considered sufficient for impeachment.
- v. The petition of impeachment must be presented at a PGSA meeting at which point the impeachment will be official.
- vi. The councilor may appeal and be reinstated by a petition with more signatories than the petition of impeachment, or the councilor may run for the position in the by-election that follows impeachment.

IV. Amendments

This constitution may be amended by reaching consensus on the exact wording of the amendment at two consecutive PGSA meetings. If the wording of the amendment is changed at the second meeting in which an amendment is discussed, the wording which reaches consensus must be agreed upon at the next meeting as well.